
TIGARD CITY COUNCIL
MEETING
MARCH 11, 2003 6:30 p.m.
TIGARD CITY HALL
13125 SW HALL BLVD
TIGARD, OR 97223



PUBLIC NOTICE:

Anyone wishing to speak on an agenda item should sign on the appropriate sign-up sheet(s). If no sheet is available, ask to be recognized by the Mayor at the beginning of that agenda item. Visitor's Agenda items are asked to be two minutes or less. Longer matters can be set for a future Agenda by contacting either the Mayor or the City Manager.

Times noted are estimated; it is recommended that persons interested in testifying be present by 7:15 p.m. to sign in on the testimony sign-in sheet. Business agenda items can be heard in any order after 7:30 p.m.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

A G E N D A
TIGARD CITY COUNCIL MEETING
MARCH 11, 2003

6:30 PM

- **STUDY SESSION**
 - **REVIEW CITY COUNCIL GROUND RULES**
 - Staff Report: Administration Staff
 - **REVIEW FISCAL YEAR 03-04 COUNCIL BUDGET PROPOSAL**
 - Staff Report: Administration Staff
 - **INITIAL REVIEW OF COMMUNITY GRANT REQUESTS**
 - Staff Report: Finance Staff
- **EXECUTIVE SESSION:** The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(3), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

7:30 PM

1. **BUSINESS MEETING**
 - 1.1 Call to Order - City Council & Local Contract Review Board
 - 1.2 Roll Call
 - 1.3 Pledge of Allegiance
 - 1.4 Council Communications & Liaison Reports
 - 1.5 Call to Council and Staff for Non-Agenda Items
2. **PROCLAMATIONS**
 - 2.1 Proclaim April 5, 2003, as Vision and Hearing Day
 - 2.2 Proclaim March 14 and 15 as National Wildlife Refuge Centennial Commemoration
 - Mayor Griffith
3. **VISITOR'S AGENDA (Two Minutes or Less, Please)**
 - Tigard High School Student Envoy Paul Brems

4. **CONSENT AGENDA:** These items are considered to be routine and may be enacted in one motion without separate discussion. Anyone may request that an item be removed by motion for discussion and separate action. Motion to:
 - 4.1 Approve Council Minutes for February 18, 2003
 - 4.2 Receive and File:
 - a. Council Calendar
 - b. Tentative Agenda
 - 4.3 Approve a Reimbursement Declaration and Authorize Subsequent Reimbursement Declarations for the Expenses of Developing a 550-Foot Reservoir and Related Improvement Projects at the Alberta Rider School Property – Resolution No. 03-_____
 - 4.4 Approve Appointment of Forrest Nabors as a Member of the Budget Committee and Approve Appointment of Mark Mahon as an Alternate to the Budget Committee – Resolution No. 03-_____
 - 4.5 Authorize the League of Oregon Cities to Coordinate the Filing of an Appeal (on the City's behalf, through outside counsel) for the Rate Increase Received from the Public Employee Retirement System – Resolution No. 03-_____
 - 4.6 Local Contract Review Board:
 - a. Award Contract to Canby Excavating, Inc. for the Construction of Gaarde Street (121st Avenue to Pacific Highway) Improvements, Phase 2 for Street, Water, Sanitary Sewer, Storm Drainage and Utilities
 - b. Award Contract to White Shield, Inc., for Surveying Services for the Gaarde Street Improvement Project, Phase 2
 - Consent Agenda - Items Removed for Separate Discussion: Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Council has voted on those items which do not need discussion.
5. **UPDATE ON THE NEW TIGARD LIBRARY**
 - Staff Report: Library Staff
 6. **UPDATE ON HIGHWAY 217 STUDY**
 - Staff Report: Community Development Staff

8:20 PM

7. REVIEW PROPOSED WALL STREET LOCAL IMPROVEMENT DISTRICT INITIAL REPORT
 - Staff Report: Engineering Staff
 - Council Discussion
 - Council Consideration: Direct staff on whether to continue the local improvement district process by completing the preliminary Engineer's Report before making a final decision on formation of the local improvement district.
8. CONSIDER ESTABLISHING A PARK AND RECREATION ADVISORY BOARD
 - Staff Report: Administration Staff
 - Council Discussion
 - Council Consideration: Ordinance No. 03-____
9. COUNCIL LIAISON REPORTS
10. NON AGENDA ITEMS
11. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(3), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.
12. ADJOURNMENT

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AGENDA ITEM # _____
FOR AGENDA OF March 11, 2003

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Review Council Groundrules

PREPARED BY: Cathy Wheatley DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Review Council Groundrules as established in Resolution No. 01-47.

STAFF RECOMMENDATION

Staff requests that the Council review and discuss the existing Council Groundrules to determine whether any modifications are needed at this time.

INFORMATION SUMMARY

The City Charter in Chapter IV, Section 13, notes that the Council shall adopt rules for government of its members and proceedings. Attached is the latest version of the Council groundrules as outlined in Resolution No. 01-47. Council reviewed the groundrules in 2002 and the consensus at that time was that no changes were needed.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

ATTACHMENT LIST

1. Resolution No. 01-47

FISCAL NOTES

N/A

CITY OF TIGARD, OREGON

RESOLUTION NO. 01- 47

A RESOLUTION REVISING THE POLICY OF THE CITY COUNCIL REGARDING COUNCIL GROUND RULES AND AGENDA PROCESS (SUPERSEDING RESOLUTION NO. 00-52)

WHEREAS, the Tigard City Council periodically reviews Council Groundrules; and

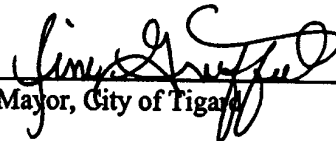
WHEREAS, the City Council, on July 10, 2001, directed that changes be made to "Exhibit A" of the City Council Groundrules and Agenda Process; and

WHEREAS, it is the desire of the City Council to make the changes discussed, which will supersede Resolution No. 00-52.

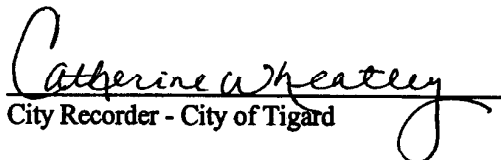
NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The City Council hereby revises the Council Groundrules as described in Exhibit "A" attached.

PASSED: This 21st day of July, 2001.



Mayor, City of Tigard



City Recorder - City of Tigard

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EXHIBIT "A"
Resolution No. 01-47

CITY COUNCIL GROUND RULES AND AGENDA PROCESS

The following information is intended to assist with preparation for and the conduct of City Council meetings. The City Charter, Article IV, Section 13, contains regulations that govern Council meetings. The Groundrules describe the process followed by Council in scheduling and conducting meetings.

Council/Mayor Roles

- The Mayor, or in the absence of the Mayor, the Council President, shall be the Presiding Officer at all meetings. The Presiding Officer shall conduct all meetings, preserve order, enforce the rules of the Council and determine the order and length of discussion on any matter before the Council, subject to these rules. The Presiding Officer may move, second, debate and vote and shall not be deprived of any of the rights and privileges of a Councilor. The Presiding Officer shall sign all ordinances, resolutions, contracts and other documents, except where authority to sign certain contracts and other documents has been delegated to the City Manager and all documents shall be attested to by the City Recorder. The Mayor shall appoint the committees provided by the Rules of Council.
- In all other actions, decisions and other matters relating to the conduct of business of the City, the Mayor or President shall have no more or less authority than any other Council member. For the purposes of this written procedure any reference to the Council (unless otherwise specifically noted to the contrary) will include the Mayor, President and Council members.

Conduct of City Meetings

- Council will meet at least once a month. Regularly scheduled meetings shall be on the second, third, and fourth Tuesdays of each month.
- The Council meetings on the second and fourth Tuesdays are "Business" meetings; the Council meetings on the third Tuesday of the month are "Workshop" meetings unless otherwise designated by the City Council.
- Unless specifically noted otherwise, the meetings of Council shall begin at 6:30 p.m. at the established place of meeting. On the second and fourth Tuesdays the meetings will begin with a Study Session following by the Business meeting. On the third Tuesday, the Workshop meeting will begin at 6:30 p.m.
- Roll Call/Voting Order: The roll shall be called in alphabetical order by last name. At each succeeding meeting at which a roll call vote is taken, the council person who voted last during the previous meeting, shall vote first and the Council person who

voted first during the preceding meeting shall vote second and so on in a rotating fashion. It is the intent that the voting order remain fixed for each meeting and that a different Council person shall vote last during each separate meeting for the duration of the meeting.

- Charter Section 19 provides that 'the concurrence of a majority of the members of the Council present and voting, when a quorum of the Council is present, at a Council meeting shall be necessary to decide any question before the Council.' A Council member who abstains or passes shall be considered present for determining whether a quorum exists, but shall not be counted as voting. Therefore, abstentions and 'passes' shall not be counted in the total vote and only votes in favor of or against a measure shall be counted in determining whether a measure receives a majority.
- The Chair, or other members if the Chair fails to remember, shall call for a Point of Order at or around 9:30 p.m. to review remaining items on the agenda with the Council. The Council may reset or reschedule those items, which it feels may not be reached prior to the regular time of adjournment.
- The Council's goal is to adjourn prior to 10 p. m. unless extended by majority consent of all Council members then present. If not continued by majority consent, then the meeting shall be adjourned to either the next scheduled meeting or the meeting shall be continued to a special meeting on another date.
- Definitions - Meeting Types, Study Sessions and Executive Sessions:
 - > **BUSINESS MEETINGS:** Business meetings are regular meetings where Council may deliberate toward a final decision on an agenda item including consideration of ordinances, resolutions & conducting public hearings. Business meetings are open to the public. The regularly scheduled business meetings are televised.

Business meetings are generally scheduled to begin at 7:30 p.m. with a study session preceding the Business Meeting at 6:30 p.m. Study Sessions are a workshop-type of meeting (see definition below) which also provide an opportunity for the Council to review the business meeting agenda and to ask questions for clarification on issues or on process. Study Sessions are open to the public.
 - All Council meetings are open to the public with the exception of Executive Sessions. Executive Sessions can be called under certain circumstances and topics are limited to those defined by ORS 192.660.
 - The "Visitor's Agenda" is a regular feature on the Council Business meetings. This item will be placed near the beginning of the Council Agenda to give citizens and visitors a chance to introduce a topic to the City Council. Council may decide to refer an issue to staff and/or schedule the topic for a later Council meeting.

- > **WORKSHOP MEETING:** Workshop meetings are regular meetings where Council reviews and discusses agenda topics with no intent of deliberating toward a final decision during the meeting. Workshop meetings are not currently scheduled to be televised but are open to the public.

Workshop agenda items are generally topics which Council is receiving preliminary information on and providing direction for further staff analysis and information gathering for a later business meeting. Workshop topics may also include discussions with standing boards and committees, as well as other governmental units.

Appropriate topics for Workshop meetings include:

- Introduce a Topic: Staff will bring up new items to determine whether Council wants to entertain further discussion and whether to schedule the topic as an item on a future agenda.
- Educational Meetings: Council will review research information presented by staff, consultants, or task forces - usually as a process check; i.e., Is the issue on the right "track"?
- Meet with individuals from City boards and committees or other jurisdictions to discuss items of common interest (examples: other Councils, the School District, and other officials).
- Administrative Updates: Items such as calendar information, scheduling preferences, process checks.

- > **STUDY SESSIONS:** Study Sessions precede or follow a Business Meeting or Workshop Meeting. As stated above, they are conducted in a Workshop-type setting to provide an opportunity for Council to review the Business Meeting Agenda and to ask questions for clarification on issues or on process. Information is also shared on items that are time sensitive. During Study Sessions, any Council member may call for a Point of Order whenever he or she wishes to stop the "discussion" because he or she feels that it is more appropriate for the City Council to discuss the matter during the Council meeting. If a Point of Order is raised, the City Council will discuss the Point of Order and determine whether the "discussion" should continue on or be held during the Council meeting. The decision on whether to continue the "discussion" or not shall be determined by the majority consensus of the Council members present. If Council discusses a Council Agenda Topic in a Study Session prior to that Council meeting, either the Presiding Officer or City Manager will briefly state at the introduction of the Agenda Topic, the fact that Council discussed the topic in the Study Session and mention the key points of the discussion.

- > **EXECUTIVE SESSIONS:** Meetings conducted by the Council, City Manager, and appropriate staff for deliberation on certain matters in a setting closed to the public. Executive Sessions may be held during a regular, special or emergency meeting after the Presiding Officer has identified the ORS authorization for holding the Executive Session. Among the permitted topics are employment of a public officer, deliberations with the persons designated by the Council to carry on labor

negotiations, deliberations with persons designated to negotiate real property transactions, and to consult with legal counsel regarding current litigation or litigation likely to be filed.

Policy Regarding Interrelationships Between the City Council and Its Appointed Commissions, Boards or Committees (hereinafter referred to as "Boards")

- The Council shall follow the Procedure for Recruitment and Appointments to Boards and Committees established in Resolution No. 95-60.
- Appointments to any committees not covered by Resolution No. 95-60 shall be made following the procedure provided within the Resolution or Ordinance, which created the committee.
- Appointments to intergovernmental committees shall be made by Council Action.
- Appointments of Council members to internal City committees as the Council Liaison shall be made by the City Council.
- It is Council policy to make known to the public, by notice in the Cityscape, of the occurrence of vacancies on City boards for the purpose of informing persons who may be interested in appointment.
- Council will entertain regular representation by persons outside the City on those boards, which provide for such non-city membership.
- The Mayor and one Council member will serve on the Mayor's Appointment Advisory Committee for the purpose of interviewing and recommending potential board members. Council members will serve on this Committee with the Mayor on a rotated basis for a term of six months. Terms shall begin January 1 and July 1.

Communications Between City Councilors, City Manager and Staff

- Councilors are encouraged to maintain open communications with the City Manager, both as a group and individually in one-on-one sessions.
- Councilors are encouraged to direct inquiries through the City Manager, giving as much information as possible to ensure a thorough response.
- In the absence of the City Manager, Councilors are encouraged to contact the Assistant to the City Manager. In the absence of both the City Manager and the Assistant to the City Manager, Councilors are encouraged to contact the Department Head, realizing that the Department Head will discuss any such inquiries with the City Manager.
- Contacts below the Department Head are discouraged due to the possible disruption of work, confusion on priorities, and limited scope of response.

Council Agendas and Packet Information

- The City Manager will schedule agenda items while attempting to maintain balanced agendas to allow for discussion of topics while meeting the established 10 p.m. adjournment time.
- The City Manager will schedule items allowing time for staff research and the agenda cycle deadlines.
- The agenda cycle calls for submittal of items 10 days in advance of a Council meeting. Add-ons are to be minimized, as well as handouts distributed at the start of meetings, except Executive Sessions.
- Councilors and staff will prepare in advance of public meetings and issues should be presented fully in packets.
- Council is supportive of the role staff should play in offering professional recommendations. Staff is aware of Council's right to make final decisions after considering the staff recommendation, public input, the record and Council deliberation on the matter.

Communications Among Councilors

- Councilors are encouraged to suggest agenda topics at the bench or to contact the City Manager about scheduling an item into the Tentative Agenda.
- Add-on Agenda items should be brought up at the start of the meeting and generally considered only if continuing to a later agenda is not appropriate.
- Requests for legislative action of Council may be initiated by an individual Council member during a Council meeting. The City Manager will respond to the request consistent with resources and priorities, or refer the question of scheduling to Council as a whole.

Communications with Community/General Public

- Councilors and the General Public are reminded of the Agenda cycle and cut-off dates. Administrative staff is available to explain how public issues are handled and how citizen input may be accomplished.
- "Official" communication should come through City Hall and be provided by the City Manager. Direct submittal or inquiries to the Council or individual Councilors should be referred to the City Manager or Councilors may ask the City Manager to look into an issue.
- Official "press releases" are encouraged, both to assure accurate reporting and to advise Council and Staff of the official position communicated to the press. Press releases are through the City Manager's Office.

General

- Councilors are always Councilors in the eyes of the Administration, never simply private citizens. Thus, Councilors are always treated by Administration as Council members.
- Information that "affects" the Council should go to Council. The City Manager is to decide on "gray areas," but too much information is preferable to too little.
- Budget cuts or increases are policy decisions. Budgets will not be cut "piece meal" or "across the board," but rather should be made in service or program areas, giving staff full opportunity to provide data clearly defining the anticipated impact of the action.
- It is the policy of the Council that if Councilors are contacted regarding labor relations during labor negotiations or conflict resolution proceedings, then Councilors have no comment.
- Councilors and the City Manager agree to report and discuss any contact, which might affect labor relations with the entire Council in Executive Session.
- The Council Groundrules will be submitted for review by Council each year either in the July or August Workshop Meeting. The Groundrules can be reviewed and revised at any other time in the year when a specific issue or issues are identified requiring action prior to the established review period.

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AGENDA ITEM # _____
FOR AGENDA OF March 11, 2003

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Review of Proposed Council Budget for Fiscal Year 2003-04

PREPARED BY: Cathy Wheatley DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Reviewed the proposed budget for FY 03/04 prepared by Administration staff.

STAFF RECOMMENDATION

Provide direction to staff on proposed budget numbers, the 10 percent reduction package, and the draft of the narrative pages prepared for the Council Division of the budget document.

INFORMATION SUMMARY

Staff submitted to Council a proposal for the Council Division (3110) of the City's budget. All City departments are attempting to submit a budget that shows a 10 percent reduction from the proposed budget. Council will discuss its reduction package and provide feedback to staff on the draft narrative statements outlining Program Results, Program Description, FY 02-03 Accomplishments, Current Service Level (goals), and a reduction package impact statement.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

ATTACHMENT LIST

No attachments

FISCAL NOTES

Discussion item only.

AGENDA ITEM # _____
FOR AGENDA OF March 11, 2003

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Initial Review of Community Event Grant Requests

PREPARED BY: Craig Prosser DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Review applications for Community Event Grants and give preliminary direction as to which grants should be included in the FY 2003-04 Budget.

STAFF RECOMMENDATION

Review grant requests and give preliminary direction on applications to be funded.

INFORMATION SUMMARY

Each year, the City solicits applications from community organizations for grants for the following fiscal year. The City has received nine applications by the February 14 deadline. The City also anticipates receiving an application from The Tigard Festival of Balloons, but as of February 25, that application has not been received.

Assuming the Festival of Balloons requests \$10,000 (as provided in the City sponsorship resolution), the total funding requested is \$51,550 in direct contributions. An additional \$7,200 is being requested for in-kind support (not including the Balloon Festival). According to the funding policy of the Budget Committee set in prior years, only \$42,565 is available for these grants. City departments have been asked to identify how they would reduce their FY 2003-04 budget requests by 10%. The Council has chosen to apply this same target reduction to the Community Event grants. The revised target is therefore \$38,310.

On December 18, 2001, Council approved three resolutions guaranteeing base funding to three sponsored community events – Festival of Balloons, Broadway Rose and Tigard 4th of July. Together the guaranteed funding for these three events is \$27,500. After removing the guaranteed funding requests, a total of \$10,810 remains to be distributed amongst the seven other applicants. The total amount requested from these applicants is \$24,050. Therefore, the remaining requests will need to be reduced by a minimum of \$13,240 to stay within the revised target set for community event grants.

Staff is requesting that the Mayor and Council review the event requests and give recommendations on which requests should receive full, partial or no funding. The final funding decisions will be made at the Budget Committee meetings in May.

OTHER ALTERNATIVES CONSIDERED

This is a preliminary review only. Final funding decisions and exploration of alternatives will be made at the Budget Committee hearings in May.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

NA

ATTACHMENT LIST

Summary chart of Community Event Grant requests

9 Community Event Grant Applications (application from the Festival of Balloons not received by 2/25/03)

FISCAL NOTES

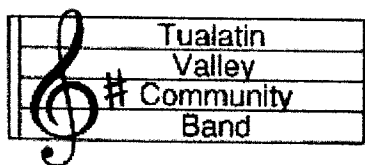
Requests total \$51,550. Requests will be funded from the FY 2003-04 General Fund budget.

City of Tigard
FY 2002-03
Community Event Grant Requests

2/21/03

Target (based on proportional share of policy set-aside) = \$42,565 (\$38,310 with 10% reduction)

Agency	FY 1999-00 Actual	FY 2000-01 Actual	FY 2001-02 Actual	FY 2002-03 Budget	FY 2003-04	
					Requested	Recommended
Art Resources of Tigard (ART)						
Direct				3,750		0
In-Kind						
Broadway Rose						
Direct	10,000	10,000	10,000	10,000	10,000	
In-Kind						
City of Tigard Dog Park						
Direct	0	0	0	0	400	
In-Kind						
Festival of the Balloons						
Direct	10,000	10,000	10,000	10,000	10,000	
In-Kind						
Lions Club						
Direct						1,000
In-Kind						
Tigard 40th Birthday						
Direct	0	0	2,000	0	0	
In-Kind						
Tigard Blast						
Direct	0	0	5,000	5,000	5,000	
In-Kind						
Tigard Country Daze						
Direct	1,000	0	0	0	0	
In-Kind						
Tigard 4th of July						
Direct	7,500	7,500	7,500	7,500	7,500	
In-Kind					1,600	
Tigard High Graduation Ceremony						
Direct	500	500	500	750	2,000	
In-Kind						
Tigard Recreation Association (TRA)						
Direct				0	0	
In-Kind						
Train Days						
Direct	0	4,000	0	0	0	
In-Kind						
Tualatin Riverkeepers						
Direct	1,000	1,710	2,000	2,000	2,500	
In-Kind					500	
Tualatin Valley Community Band						
Direct	1,200	1,250	1,850	1,850	1,850	
In-Kind						
Urban Hope International						
Direct	0	0	0	0	11,300	
In-Kind					5,100	
Total						
Direct	\$31,200	\$34,960	\$38,850	\$40,850	\$51,550	
In-Kind	\$0	\$0	\$0	\$0	\$7,200	



Tualatin Valley Community Band
P.O. Box 230773
Tigard, OR 97281-0773

February 6, 2003

Mr. Craig Prosser
Finance Director
City of Tigard
13125 SW Hall Blvd.
Tigard, OR 97223

Dear Mr. Prosser,

I am pleased to submit our 2003 Community Event Funding Request to the City of Tigard. I believe the material provided is complete. If you have any questions about the content of this application, do not hesitate to contact me at 503-414-3058 or p.pasteris@verizon.net. I look forward to working with you and the City to continue our Band's tradition of serving the Tigard Community with quality musical performances and community services.

Sincerely,

Phil Pasteris
President, Tualatin Valley Community Band

Cc: Tualatin Valley Community Band Board of Directors, TVCB, P.O. Box
97281-0773, Tigard, OR

**Tualatin Valley Community Band FY-2003
Community Event Funding Request**

Event Name: Tualatin Valley Community Band - <http://www.tvcb.gen.or.us>
Address: P.O. Box 230773, Tigard, Oregon 97281-0773
Contacts: Phil Pasteris, Board President, 639-9740 (h), 414-3058 (w), p.pasteris@verizon.net
Steve Heuser, Music Director, 691-1446 (h), 691-9700 (w) steve.heuser@verizon.net

1. Request

Cash	\$1,850
In-kind Services	Use of the Scheckla-Bishop Structure for weekly rehearsals and free concerts during the summer.
Total Request	\$1,850

2. Purpose of Funding Request:

The Tualatin Valley Community Band (TVCB) is a State of Oregon recognized nonprofit organization with a three-fold mission (1) to provide high quality live public music performances for civic and educational functions, (2) to provide an opportunity for musicians of all ages and ethnic backgrounds to perform music, and (3) to foster music education by providing individual scholarships and donations to music education programs. TVCB was formed in 1989 and has been under the direction of Steve Heuser since 1991.

During 2002, the TVCB provided eleven free public events in the Tigard - Portland metropolitan area:

1. Music is for Life Concert, Fowler Middle School, Tigard, Oregon, February 24, 2002
2. Adult Band Festival, Eugene, Oregon, March 23, 2002
3. Mass Choir Concert, Tualatin High School, April 14, 2002
4. Smith Aviation Museum, McMinnville, Oregon, June 2, 2002
5. Tigard 4th of July Celebration, Tigard High Football Stadium, July 4, 2002
6. Cook Park, City of Tigard Volunteer Recognition, July 18, 2002
7. Cook Park Summer Concert, Tigard, Oregon, July 28th, 2002
8. September 11th Memorial Concert, Cook Park, September 11, 2002
9. Fall Concert, Tualatin High School, November 10, 2002
10. TVCB Winter Concert, Tigard High School, December 15, 2002
11. Zoo Lights, Oregon Zoo, December 17, 2002

The TVCB plans to carry out a similar performance schedule in 2003. Our rehearsals are open to the public in Cook Park every Tuesday evening during the summer.

The requested funds would be used as follows (see Adopted Budget for details):

• Tigard/Tualatin High School Auditorium rental, 3 free concerts @ \$300/concert	\$900
• Music scores, approximately 6-8.....	\$450
• Liability insurance to perform free public concerts in Tigard.....	\$500
Total Request	\$1,850

Tualatin Valley Community Band FY-2003
Community Event Funding Request

3. Financial Information

3.a FY-2002 Actual Expenditures

tvcb-Bank, Cash, CC Accounts

01/10/03

TVCB 2002 YTD Income & Expense
01/01/02 Through 12/31/02

Page 1

Category Description

INCOME

Donations	2,552.00
T-Shirt Sales	849.00
TOTAL INCOME	3,401.00

EXPENSES

Business Tax	20.00
Finance Charge	2.03
Insurance	461.00
Office Supplies	126.70
P O Box Rent	46.50
Printing	225.49
Rent Paid	180.00
T-Shirt Cost	816.00
TOTAL EXPENSES	1,877.72

TOTAL INCOME - EXPENSES **1,523.28**

TRANSFERS

TO Scholarshp Fund	-900.00
TO Sheet Music Svc	-776.50
FROM Scholarshp Fund	1,844.00
FROM Sheet Music Svc	85.00
TOTAL TRANSFERS	252.50

OVERALL TOTAL **1,775.78**

**Tualatin Valley Community Band FY-2003
Community Event Funding Request**

3.a. FY-2003 TVCB Adopted Budget

INCOME

Donations	2,400.00
T-Shirt Sales	48.00
From Scholarship fund	500.00
From Sheet Music Svc	0.00

TOTAL INCOME	2,948.00
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EXPENSES

Instruments	0.00
Business Tax	20.00
Finance Charge	2.03
Insurance	461.00
Office Supplies	135.00
P O Box Rent	47.00
Printing	200.00
Rent Paid	900.00
T-Shirt Cost	0.00
To Scholarship Fund	900.00
To Sheet Music Svc.	500.00

TOTAL EXPENSES	3,163.72
-----------------------	-----------------

TOTAL INCOME - EXPENSES	-215.00
--------------------------------	----------------

Notes:

1. Rent Paid: Tigard-Tualatin School District auditorium rental costs are budgeted for three at \$300.00 per performance.
2. Scholarship: Amounts distributed are divided based on amount available and will not exceed \$300 per individual.
3. Cash balance is \$1,633.00 as of 12/31/2002.
4. Major revenue sources for 2002 were the City of Tigard \$1,850, and Portland General Electric \$500. The Saxton Scholarship Fund received \$500.
5. Major expenditures were for liability insurance \$461, Music \$776 and the Saxton Scholarship Fund \$900.
6. Authorized positions are as follows: Phil Pasteris, President; Tim Roberts, Secretary; Lee Boekelheide, Treasurer; Steve Heuser, TVCB Music Director; Chris Lewis, Librarian. Board Members Phil DeLuca, Dave Nelson, Darla Bowman, Sandy Ruff, Ray Beyers. All positions are uncompensated.

3.a FY-2004 TVCB Proposed Budget

TVCB is on an annual budget cycle. A 2004 budget will be developed at the end of 2003.

Tualatin Valley Community Band FY-2003 Community Event Funding Request

3.b Financial Statements

The TVCB FY-2002 check register from Quicken is presented.

Checking Page 1 03-Feb-05

02-Jan-2 355	Postmaster	22.50 R	1,700.11
	memo: POB 230773		
	cat: P O Box Rent		
02-Jan-2 356	Corporation Division	20.00 R	1,680.11
	memo: reg #444948-88		
	cat: Business Tax		
02-Jan-2 357	Chris Lewis	3.98 R	1,676.13
	memo: Staples: binders		
	cat: Office Supplies		
02-Feb-0 358	Tualatin High Auditorium	180.00 R	1,496.13
	memo: dep on 24 Feb		
	cat: Rent Paid		
02-Feb-2 DEP	Cash	R 111.00	1,607.13
	memo: from concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 DEP	Rosemary Pasteris	R 40.00	1,647.13
	memo: #11540 at concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 DEP	Kathleen & James Allen	R 15.00	1,662.13
	memo: #1011 at concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 DEP	Sallie Olson	R 50.00	1,712.13
	memo: #6854 at concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 DEP	Amy Emery	R 50.00	1,762.13
	memo: #5552 at concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 DEP	Laura Holmes	R 50.00	1,812.13
	memo: #6928 at concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 DEP	Shirley Dees	R 25.00	1,837.13
	memo: #1140 at concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 DEP	Irene Barth	R 10.00	1,847.13
	memo: #2620 at concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 DEP	David & Linda Nelson	R 25.00	1,872.13
	memo: #18211 at concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 DEP	Linda Saxton	R 100.00	1,972.13
	memo: #15264 at concert 24 Feb		
	cat: [Scholarshp Fund]		
02-Feb-2 359	Sheet Music Service of Port...	75.50 R	1,896.63
	memo: cust 58680: 119728		
	SPLIT [Sheet Music Svc]		
	[Sheet Music Svc]	75.50	19728
02-Feb-2 360	Chris Lewis	4.99 R	1,891.64
	memo: Fred Meyer storage box		
	cat: Office Supplies		
02-Mar-0 361	Lone Mountain Sportswear	816.00 R	1,075.64
	memo: 72 new shirts		
	cat: T-Shirt Cost		
02-Mar-0 DEP	Various	R 702.00	1,777.64

Tualatin Valley Community Band FY-2003 Community Event Funding Request

02-Apr-0	DEP	cat: T-Shirt Sales Adelia B. Bertell	R	10.00	1,787.64
		memo: #2272 for concert 24 Feb			
		cat: [Scholarshp Fund]			
02-Apr-0	DEP	Francis W. Kenny	R	12.00	1,799.64
		memo: one T shirt			
		cat: T-Shirt Sales			
02-Apr-0	362	Steve Heuser	78.00 R		1,721.64
		memo: flyers for 24 Mar concert			
		cat: Printing			
02-Apr-2	363	Chris Lewis	27.73 R		1,693.91
		memo: another crate, rubber stamps			
		cat: Office Supplies			
02-Apr-3	364	Lisa Hasuike	300.00 R		1,393.91
		memo: Saxton Memorial Scholarship			
		cat: [Scholarshp Fund]			
02-Apr-3	365	Karri Pasteris	300.00 R		1,093.91
		memo: Saxton Memorial Scholarship			
		cat: [Scholarshp Fund]			
02-Apr-3	366	Liz Lewis	300.00 R		793.91
		memo: Saxton Memorial Scholarship			
		cat: [Scholarshp Fund]			
02-Apr-3	367	Schauermann Insuarance	461.00 R		332.91
		memo: thru May 2003			
		cat: Insurance			
02-May-0	DEP	Alan Mehrwein	R	1.00	333.91
		memo: cell phone fine			
		cat: Donations			
02-May-0	DEP	Some Trombone	R	15.00	348.91
		memo: t shirt			
		cat: T-Shirt Sales			
02-May-0	368	Sheet Music Service of Port...	5.00 R		343.91
		memo: cust 58680: 125260			
		SPLIT [Sheet Music Svc]			
		[Sheet Music Svc]	5.00		
		125260			
02-Jun-0	DEP	Various	R	61.00	404.91
		memo: t-shirts, cell phone penalty			
		SPLIT T-Shirt Sales			
		T-Shirt Sales		15.00	
		Doug Reitmeier			
		T-Shirt Sales		30.00	
		Candy & Gregg Mitchell			
		T-Shirt Sales		15.00	
		Robert E. Haas			
		Donations		1.00	
		cell phone penalty			
02-Jun-0	DEP	Jennifer & Robert			
Shannon		R 30.00			434.91
		cat: T-Shirt Sales			
		memo: 2 t shirts			
02-Jul-0	DEP	Tigard 4th Of July	R	200.00	634.91
		cat: Donations			
02-Jul-1	369	Postmaster	24.00 R		610.91
		memo: POB 230773			
		cat: P O Box Rent			
02-Jul-1	DEP	City Of Tigard	R	1,850.00	2,460.91
		memo: 2002-2003 donation			
		cat: Donations			
02-Sept-	DEP	Cash	R	15.00	2,475.91
		cat: T-Shirt Sales			
02-Sept-	DEP	Stephen Jachim	R	15.00	2,490.91
		cat: T-Shirt Sales			

Tualatin Valley Community Band FY-2003 Community Event Funding Request

02-Sept- DEP	Portland General Electric	R	500.00	2,990.91
	cat: Donations			
02-Sept- 370	Sheet Music Service of Port...	137.03		
R	2,853.88			
	memo: cust 58680: 129598, 130134,...			
	SPLIT [Sheet Music Svc]			
	[Sheet Music Svc]	75.00		
	129598			
	[Sheet Music Svc]	145.00		
	130134			
	[Sheet Music Svc]		85.00	
	131143			
	Finance Charge	2.03		
02-Sept- 371	Chris Lewis	90.00 R		2,763.88
	memo: 1/2 toner cartridge			
	cat: Office Supplies			
02-Oct-3 372	Sheet Music Service of Port...	476.00 R		2,287.88
	memo: cust 58680: 135408 136264 1...			
	SPLIT [Sheet Music Svc]			
	[Sheet Music Svc]	68.00		
	135408			
	[Sheet Music Svc]	76.00		
	136264			
	[Sheet Music Svc]	145.00		
	136748			
	[Sheet Music Svc]	49.00		
	138235			
	[Sheet Music Svc]	74.00		
	139059			
	[Sheet Music Svc]	64.00		
	139061			
02-Oct-3 373	Phil Pasteris	90.00 R		2,197.88
	memo: reimb Sir Speedy: concert p...			
	cat: Printing			
02-Dec-0 374	Dave Nelson	50.00		2,147.88
	memo: Sir Speedy - posters for co...			
	cat: Printing			
02-Dec-0 375	Steve Heuser	7.49		2,140.39
	memo: paper for posters for concert			
	cat: Printing			
02-Dec-1 DEP	Cash		358.00	2,498.39
	memo: 12/15 concert donations			
	cat: [Scholarshp Fund]			
02-Dec-2 DEP	Cash		1,000.00	3,498.39
	memo: 12/15 concert donations			
	cat: [Scholarshp Fund]			

3.c Articles of Incorporation

Articles of Incorporation are on file with the City of Tigard. No changes were made during FY-2002

3.d 501(c)(3) Status

TVCB obtained a federal tax-exempt designation on November 21, 2001 and is on file at the City of Tigard. The TVCB Employer Identification Number is 93-1168909 and our DLN Number is 17053299033021.

3.e Organizational Bylaws

Bylaws are on file with the City of Tigard. No changes were made during FY-2002

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-639-4171

**FY 2003-04
COMMUNITY EVENTS FUNDING REQUEST**

Event Name: TIGARD BLAST
Address: TIGARD CENTRAL BUSINESS DIST. ASSN.
c/o 12420 SW MAIN ST. TIGARD, OR 97223
City, State, Zip: _____
Contact Name: TYLER ELLENSON MIKE MARR
Telephone Number: 503-639-5588 503-624-2975

1. **Request (express in whole dollar amounts only)**

Cash	\$ 5,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$
Total Request	\$

2. **Purpose of Funding Request:**

TIGARD BLAST - SUMMER COMMUNITY
DOWNTOWN EVENT

3. **Please submit the following information with this request:**

- a. Detailed budget, including FY 2001-02 actual expenditures, FY 2002-03 Adopted Budget, and FY 2003-04 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. **
- b. Audit report or financial statements for the last fiscal year.**
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

** Lack of adequate financial information could result in denial of request.

Tigard Central Business Association, Inc.

**A Not for Profit Corporation
FIN 93-1268974**

(503) 624-2975
First Bank of Tigard Building
12420 S. W. Main Street
Tigard, Oregon 97223

February 12, 2003

Mr. Craig Prosser
Finance Director
City of Tigard
13125 S.W. Hall Blvd.
Tigard, Oregon 97223

Dear Craig,

The Board of Directors of Tigard Central Business District Association, Inc., a Not for Profit Corporation, submit this letter with enclosures our Funding Request for the Fiscal Year 2003 - 2004.

To the criteria for funding, we submit the following comments:

- (1) The Tigard Blast celebration is primarily for Tigard area residents
- (2) This event is open to all citizens
- (3) We stress a family oriented type of celebration on this annual event, with effort to provide quality entertainment and activities
- (4) With two annual events successfully accomplished by this organization, we feel that the event has proven to be valuable to the community, and very affordable for the city and the citizens attending
- (5) As with item (4), the Board of Directors feel that our success for two years, and the records we have kept, demonstrate an ability to reach our goals and keep within reasonable budget commitments
- (6) Financial Statements are prepared and submitted.

Craig Prosser
City of Tigard
February 12, 2003
Page 2

(7) The Funding Request per our previous agreements with the City of Tigard are based upon the encouragement our of other sources of revenue.

We hope you find the information contained herein to be adequate for the City's budgeting purposes. We also hope you look District forward to enjoying each year's event as much as we look forward to putting it on.

Last year, the City of Tigard approved an award of \$ 5,000.00 for the 2002/2003 fiscal year. For the fiscal year 2003/2004, the Board of Directors of Tigard Central Business District Association, Inc. requests \$ 5,000.00 in contribution from the City of Tigard. This is the same as was approved last year and we find it to be an adequate amount to ensure the success and continuation of the Tigard Blast celebration.

With regards to City in-kind contributions, we have identified the following impacted areas:


Public Works - estimated costs have not been determined

Police Department - The Police Department is advised of the event and incurs cost for what primarily is traffic control after the event. Officers are present during the event more for public relations than for any policing requirements. We support the Officers presence, making some very important contacts with the citizens and youth in particular.

Administration - estimated costs have not been determined

Should have questions about any of the above, please contact me for assistance.

Sincerely,


R. Michael Marr
Treasurer

RMM/dbm

Enclosures

CC: Board Members

TIGARD CENTRAL BUSINESS DISTRICT ASSOCIATION

December 31, 2002

GENERAL LEDGER - GENERAL FUND 2002

Description	Account	Debit	Credit	Period Change	Year to Date
Extract from General Ledger 2002					
Tigard Blast Revenue & Expense					
Summary from General Ledger 2002					
Revenue			(7,575.00)		Blast (Sponsor)
Revenue			(1,100.00)		Blast (Food Vendor)
Revenue			(3,416.67)		Blast (Vendor)
Revenue			(758.50)		Blast Other
Total Revenue			(12,850.17)		
Expense		3,350.00			Entertainment
Expense					Blast T-Shirts
Expense		350.00			Security
Expense		55.80			Supply
Expense					Misc.
Expense		1,551.92			Advertising
Expense		4,432.89			Equipment Rental
Expense					Electrical Rental
Expense		871.00			Sanitation
Expense		100.00			Power Use
Total Expense		10,711.61			
Net Revenue (Gain) Loss			(2,138.56)		

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-639-4171

**FY 2003-04
COMMUNITY EVENTS FUNDING REQUEST**

Event Name: TIGARD 4TH OF JULY CELEBRATION
Address: TIGARD 4TH OF JULY, INC.
12420 SW MAIN STREET
City, State, Zip: TIGARD, OR 97223
Contact Name: MIKE MARR
Telephone Number: 503-624-2975

1. **Request (express in whole dollar amounts only)**

Cash	\$	7,500 ⁰⁰
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$	1,600 ⁰⁰ ~
Total Request	\$	9,100 ⁰⁰

2. **Purpose of Funding Request:**

4TH OF JULY CELEBRATION

3. **Please submit the following information with this request:**

- a. Detailed budget, including FY 2001-02 actual expenditures, FY 2002-03 Adopted Budget, and FY 2003-04 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. **
- b. Audit report or financial statements for the last fiscal year. **
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

** Lack of adequate financial information could result in denial of request.

Tigard 4th of July, Inc.
A Not for Profit Corporation
FIN 93-1031978

(503) 624-2975
First Bank of Tigard Building
12420 S. W. Main Street
Tigard, Oregon 97223

February 12, 2003

Mr. Craig Prosser
Finance Director
City of Tigard
13125 S.W. Hall Blvd.
Tigard, Oregon 97223

Dear Craig,

The Board of Directors of Tigard 4th of July, Inc., a Non Profit Corporation, submit this letter with enclosures as our Funding Request for the Fiscal Year 2003 - 2004.

To the criteria for funding, we submit the following comments:

- (1) The Tigard Old Fashioned 4th of July Celebration is primarily for Tigard area residents; we do not advertise outside of the area.
- (2) This event is open to all citizens, with the only restrictions being no alcoholic beverages, no smoking, and no personal fireworks.
- (3) We stress a family oriented type of celebration on this annual event, with effort to provide quality entertainment, a family/community style picnic atmosphere, and public opportunity to participate at no cost (unless they should desire to purchase snacks at very reasonable prices, the proceeds going toward the subsequent year's event).
- (4) With sixteen annual events successfully accomplished (first was in 1987), we feel that the event has proven to be valuable to the community, and very affordable for the city and the citizens attending.
- (5) As with item (4), the Board of Directors feel that our success for sixteen years, and the records we have kept, demonstrate an ability to reach our goals and keep within reasonable budget commitments.
- (6) Financial Statements are annually prepared and submitted.

Craig Prosser
City of Tigard
February 12, 2003
Page 2

(7) The Funding Request per our previous agreements with the City of Tigard are based upon the encouragement of other sources of revenue.

We hope you find the information contained herein to be adequate for the City's budgeting purposes. We also hope you look forward to enjoying each year's event as much as we look forward to putting it on.

Last year, the City of Tigard approved an award of \$ 7,500.00 for the 2002/2003 fiscal year. We will be seeking some or all of the \$ 7,500.00 in June of 2003. For the fiscal year 2003/2004, the Board of Directors of Tigard 4th of July, Inc. requests \$ 7,500.00 in contribution from the City of Tigard. This is the same as was approved last year and we find it to be an adequate amount to ensure the success and continuation of the 4th of July Celebration.

With regards to City in-kind contributions, we have identified the following impacted areas:

Public Works - If the City Public Works personnel prepare the fireworks firing trench; I have been previously advised that the estimated cost is \$ 400 (1999 \$ subject to indexed adjustment).

Police Department - The Police Department is advised of the event and incurs an estimated \$ 1,200 (1999 \$ subject to indexed adjustment) of cost for what primarily is traffic control after the event. Officers are present during the event more for public relations than for any policing requirements. We support the Officers presence, making some very important contacts with the citizens and youth in particular.

Administration - Insurance for the event previously was accomplished by a rider to the City's existing policy. Loreen Mills advised that there was no additional charge for this rider. Tigard 4th of July, Inc. purchased liability insurance from the fireworks supplier for the 2002 event.

Should have questions about any of the above, please contact me for assistance.

Sincerely,



R. Michael Marr

Treasurer

RMM/dbm

Enclosures

CC: Board Members

TIGARD 4TH OF JULY, INC.

Statement of Assets, Liabilities, & Fund Balance (Unaudited) December 31, 2002

		Current 12 Mo. Period	Year To Date
1000	ASSETS		
1450	Cash - Non Interest Bearing		
1451	Petty Cash	0.00	0.00
1452	General Checking Account	(1,491.50)	4,373.23
1460	Savings & Temp. Investments		
1461	Savings	0.00	0.00
1470	Accounts Receivable		
1471	Accounts Receivable	0.00	0.00
1476	(Uncollectable Allowance)	0.00	0.00
1480	Pledges Receivable		
1481	Pledges Receivable	0.00	0.00
1486	(Uncollectable Allowance)	0.00	0.00
1490	Grants Receivable		
1491	Grants Receivable	0.00	0.00
1500	Receivables from Related Parties		
1501	Receivables from Directors	0.00	0.00
1510	Other Receivables		
1511	Notes Receivable	0.00	0.00
1516	(Uncollectable Allowance)	0.00	0.00
1520	Inventories For Sale or Use		
1521	Inventories For Sale or Use	65.91	142.50
1530	Prepaid Expenses / Deferred Charges		
1531	Prepaid Expenses	0.00	0.00
1540	Investments - Securities		
1550	Investments - Assets		
1560	Investments - Other		
1570	Equipment		
1571	Equipment	0.00	0.00
1576	(Accumulated Depreciation)	0.00	0.00
1580	Other Assets		
	TOTAL ASSETS	(1,425.59)	4,515.73
2000	LIABILITIES		
2600	Accounts Payable & Accrued Exp		
2601	Accounts Payable	0.00	0.00
2610	Grants Payable		
2611	Grants Payable	0.00	0.00
2620	Revenue Designated (Future Per.)		
2621	Revenue Designated	0.00	0.00
2630	Loans from Related Parties		
2631	Loans from Directors	0.00	(1.88)
2640	Mortgages/Notes Payable		
2641	Notes Payable	0.00	0.00
2650	Other Liabilities		
2651	Other Liabilities	0.00	0.00
	Total Liabilities	0.00	(1.88)

Statement of Assets, Liabilities, & Fund Balance (Unaudited) December 31, 2002

		Current 12 Mo. Period	Year To Date
3000	FUND BALANCES		
3670	Current Funds		
3671	Unrestricted Funds	0.00	0.00
3676	Restricted Funds	0.00	0.00
3680	Equipment Fund		
3690	Endowment Fund		
3700	Other Fund		
3710	Capital Stock or Trust Principal		
3711	Capital Stock	0.00	0.00
3720	Paid In or Capital Surplus		
3730	Retained Earnings / Accumulated Income		
3731	Retained Earnings > 01/01/2002	0.00	(5,939.44)
3732	Current Earnings > 12/31/2002	1,425.59	1,425.59
	Total Fund Balance	1,425.59	(4,513.85)
	TOTAL LIABILITIES & FUND BALANCE	1,425.59	(4,515.73)
		0.00	(0.00)

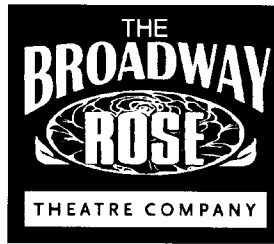
Footnote: Excess Ice Cream Bars and Popsicles donated to DARE Summer Camp

Footnote:

Footnote:

TIGARD 4TH OF JULY, INC.
Statement of Revenue & Expense (Unaudited)
December 31, 2002

		Current 12 Mo. Period	Year To Date
4000 INCOME			
4010	Contributions, Gifts, Grants		
4011	Direct Public Support	(1,303.12)	(1,303.12)
4012	Indirect Public Support	0.00	0.00
4013	Government Grants	(9,100.00)	(9,100.00)
4020	Program Service Revenue		
4030	Membership Dues / Assessments		
4040	Interest Earnings		
4050	Dividends / Interest on Securities		
4060	Net Rental Income		
4061	Gross Rents	0.00	0.00
4066	Rental Expenses	0.00	0.00
4070	Other Investment Income		
4080	Gain / Loss from Sale of Assets		
4081	Gross Sale Amount	0.00	0.00
4086	Cost / Expense	0.00	0.00
4090	Fundraising Events		
4091	Gross Revenues	0.00	0.00
4096	Direct Expenses	0.00	0.00
4100	Gross Profit from Sales		
4101	Gross Sales Less Returns	(939.35)	(939.35)
4106	Cost of Goods Sold	723.55	723.55
4107	Cost of Goods Sold	0.00	0.00
4108	Cost of Goods Sold	85.00	85.00
4110	Other Revenue		
	Total Revenue	(10,533.92)	(10,533.92)
6000 EXPENSES			
6130	Program Service Expenses		
6131	Tigard 4th Celebration	11,939.51	11,939.51
6140	Management & General Expenses		
6141	Bank Service Charges	0.00	0.00
6142	Miscellaneous	20.00	20.00
6150	Fundraising Expenses		
6151	Miscellaneous	0.00	0.00
6160	Payments to Affiliates		
	Total Expense	11,959.51	11,959.51
	(Excess) or Deficit	1,425.59	1,425.59



February 11, 2003

Craig Prosser, Finance Director
City of Tigard
13125 SW Hall Blvd.
Tigard, OR 97223

Board of Directors

Susie Bell
Copytronix

David Burke
Sun Microsystems

Diana Burke
Bank of the West

Rorie Leone
*Washington Mutual
Bank*

Sharon Maroney
*The Broadway Rose
Theatre*

George Mead
Jordan Schrader

Bill Monahan
City of Tigard

William L. Nothstine
U.S. Bank

Barbara Pearson
*Pearson Financial
Group*

Harvey Platt
Platt Electric

Dan Yates
The Portland Spirit

Dear Craig,

All of us here at The Broadway Rose Theatre Company appreciate the opportunity to apply for assistance from the City of Tigard. The city is one of our most important partners; being able to rely on your consistent support has allowed us to become the Portland area's fastest growing theatre company. These past two years, especially, have seen remarkable growth and success and we'd like to thank the City of Tigard for helping to make that possible.

Enclosed please find our grant application for the 2003 summer season. We are excited to be bringing new musicals to the Portland area! As our audience base expands, we find that some of our patrons are visiting Tigard for the first time when they come to a Broadway Rose performance. We are delighted to help position the city as a destination for people seeking high quality theatrical and dining experiences.

Thank you for your consideration of our request, and please don't hesitate to call me if there is any additional information or clarification you might need.

Sincerely,

Sharon Maroney
Producing Artistic Director

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-639-4171

FY 2003-04
COMMUNITY EVENTS FUNDING REQUEST

Event Name: Broadway Rose Theatre Company
Address: PO Box 231004
City, State, Zip: Tigard, OR 97281
Contact Name: Sharon Maroney, Artistic Director
Telephone Number: 503-603-9862

1. **Request (express in whole dollar amounts only)**

Cash	\$ 10,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$ -0-
Total Request	\$ 10,000

2. **Purpose of Funding Request:**

The Broadway Rose Theatre Company continues to thrive as it provides Tigard residents the opportunity to experience quality, professional theatre. In 2002 we saw our audiences grow by another 15% (after a 43% increase in 2001). We are also seeing an increase in the number of people coming in from out-of-town, which means our shows are serving as an introduction to the Tigard area and encouraging patrons to visit other local establishments. The partnership between the City of Tigard and the Broadway Rose clearly continues to be productive!

In the absence of a local recreational center, we are finding that an increasing number of Tigard youth are turning to the Broadway Rose for summer employment or recreational opportunities. In response, we have added a third summer camp for this year and may increase the number of high school youth we employ.

At the same time, we are exploring Tigard properties in hopes of finding permanent space that will allow us to offer classes year-round. We believe that this will directly benefit the city by providing safe opportunities for youth recreation, a recognizable store-front to attract out-of-town visitors, and more opportunities for Tigard citizens to experience professional theatre year-round. Your investment of \$10,000 will bring us considerably closer to those goals.

- 3. Please submit the following information with this request:**
- a. Detailed budget, including FY 2001-02 actual expenditures, FY 2002-03 Adopted Budget, and FY 2003-04 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. ****
 - b. Audit report or financial statements for the last fiscal year.****
 - c. Articles of Incorporation.***
 - d. 501(c)(3) status.***
 - e. Organization Bylaws***

*** Information not required if it has been submitted at least once in the last five years.**

**** Lack of adequate financial information could result in denial of request.**

The Broadway Rose Theater

Projected 2003 Budget

Projected Revenue

	Cash	In-Kind
Donations \$	28,000.00	119,700.00
Tickets \$	267,000.00	
Interest \$	1,275.00	
Portland Spirit Annual fundraiser \$	6,000.00	5,000.00
Grants \$	80,850.00	
Corporate \$	46,050.00	22,100.00
Refunds \$	2,500.00	
Drama Camp \$	11,400.00	
Raffle \$	1,000.00	
Souvinirs \$	1,850.00	
Concessions \$	4,086.00	
Advertising \$	2,000.00	2,000.00
Total Revenue \$	452,011.00	148,800.00

Projected Expenses

Costumes/Wigs \$	16,200.00	
Sets \$	40,670.00	
Royalties \$	20,480.00	
Props \$	2,050.00	
Lights \$	2,600.00	
Sound \$	2,150.00	
Housing \$	177.00	8,700.00
Administrative \$	77,699.36	37,600.00
Travel \$	2,250.00	
Artistic Wages \$	122,665.00	
Federal Taxes \$	33,610.00	
State Taxes \$	10,300.00	
W.Comp/Insuran. \$	18,500.00	
Advertising \$	57,075.00	7,200.00
Office \$	3,960.00	7,200.00
Auditions \$	300.00	
Telephone \$	4,980.00	
Rent/Storage \$	13,285.00	80,300.00
Organiz. Dues \$	3,000.00	
Bank Fees \$	4,150.00	
Concessions & Souvinirs \$	2,465.00	
Fundraising \$	3,755.00	
Staff Develop \$	460.00	
Classes \$	1,850.00	
Amenities \$	1,650.00	
New Works Development \$	15,729.64	7,800.00
TOTAL EXPENSES \$	462,011.00	148,800.00

Amount Requested The City of Tigard

\$10,000

The Broadway Rose Theater

Fiscal Year Jan. 1 - Dec. 31

2002 End-of-Year Actual

INCOME

	CASH	IN-KIND
Donations	\$ 26,444.95	\$ 119,700
Tickets	\$ 277,908.15	
Interest	\$ 936.97	
Performance Contracts	\$ 1,536.00	
Promo/Rental	\$ 848.00	
Annual fundraiser	\$ 4,955.00	
Grants	\$ 92,600.00	
Corporate	\$ 51,775.00	\$ 29,100
Refunds	\$ 2,891.27	
Drama Camp	\$ 7,675.00	
Raffle	\$ 1,867.00	
Souvinirs	\$ 1,678.00	
Concessions	\$ 3,417.00	
Advertising	\$ 650.00	

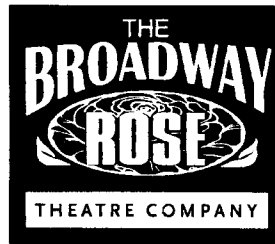
TOTAL INCOME \$ 475,182.34 \$ 148,800

EXPENSES

	CASH	IN-KIND
Costumes/Wigs	\$ 13,887.09	
Sets	\$ 48,291.13	
Royalties	\$ 19,530.75	
Props	\$ 1,740.68	
Lights	\$ 3,214.64	
Sound	\$ 6,350.68	
Housing	\$ 222.50	\$ 8,700
Administrative	\$ 70,001.82	\$ 37,600
Travel	\$ 3,309.46	
Artistic Wages	\$ 112,266.69	
Federal Taxes	\$ 30,144.74	
State Taxes	\$ 9,345.28	
W.Comp/Insuran.	\$ 19,179.52	
Advertising	\$ 55,308.12	\$ 7,200
Office	\$ 7,021.42	\$ 7,200
Auditions	\$ 386.00	
Telephone	\$ 5,123.60	
Rent/Storage	\$ 11,559.50	\$ 80,300
Organiz. Dues	\$ 2,720.21	
Bank Fees	\$ 4,216.41	
Concessions & Souvinirs	\$ 3,166.84	
Fundraising	\$ 3,777.81	\$ 7,800
Staff Development	\$ 524.50	
Classes	\$ 875.00	
Amenities	\$ 1,522.56	
Prudent Reserve	\$ 10,000.00	

TOTAL EXPENSES \$ 443,686.95 \$ 148,800

NET INCOME/LOSS \$ 31,495.39



2003 Board of Directors

George Mead (President)	Attorney, Jordan Schrader 503-598-7070
Susie Bell	Marketing Manager, Copytronix 503-968-0331
David Burke	Project Manager, Sun Microsystems 503-277-1284
Diana Burke	Vice President, Bank of the West 503-225-1754
Rorie Leone (Secretary)	Vice President, Washington Mutual 503-731-8823
Sharon Maroney	Artistic Director, Broadway Rose Theatre Co 503-603-9862
Bill Monahan	City Manager, City of Tigard 503-639-4171 x306
Bill Nothstine	Business Operations Analyst, US Bank Commercial Loan Services 503-275-4087
Barbara Pearson	Owner, Pearson Financial Group 503-670-0500
Harvey Platt	Chairman/CEO, Platt Electric 503-641-6121
Dan Yates	President, American Waterways / The Portland Spirit Cruise Ship 503-244-3900



16570 SW Roy Rogers Road
Sherwood, OR 97140
(503) 590-5813 • fax (503) 590-6702
info@tualatinriverkeepers.org

TRANSMITTAL

To: Craig Prosser, Finance Director
City of Tigard

From: Margot Fervia-Neamtzu

Phone: (503) 639-4171

Pages:

Fax:

Date: February 13, 2003

Re: 2003-2004 Grant Request

CC:

Comments:

Enclosed please find the following:

- FY 2003-2004 Community Events Funding Request
- Grant Proposal
- Tualatin Riverkeepers' Trips & Tours 2003 Schedules
- FY 2002-2003 Budget
- 2002 Audited Report
- Annual Report

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-639-4171

**FY 2003-04
COMMUNITY EVENTS FUNDING REQUEST**

Event Name: Tualatin Riverkeepers' Trips & Tours 2003 Season
Address: 16507 SW Roy Rogers Road
City, State, Zip: Sherwood, OR 97140
Contact Name: Sue Marshall
Telephone Number: (503) 590-5813

1. **Request (express in whole dollar amounts only)**

Cash	\$ 2,500
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$ 500
Total Request	\$ 3,000

2. **Purpose of Funding Request:**

To support the Tualatin Riverkeepers Trips & Tours 2003 Season.
This program provides local recreational opportunities, raises environmental awareness and engages the public in watershed stewardship. The season includes the 14th Annual Tualatin River Discovery Day.

3. **Please submit the following information with this request:**

- a. **Detailed budget, including FY 2001-02 actual expenditures, FY 2002-03 Adopted Budget, and FY 2003-04 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. ****
- b. **Audit report or financial statements for the last fiscal year.****
- c. **Articles of Incorporation.***
- d. **501(c)(3) status.***
- e. **Organization Bylaws***

* Information not required if it has been submitted at least once in the last five years.

** Lack of adequate financial information could result in denial of request.

Tualatin Riverkeepers' Trips & Tours Program

The Tualatin Riverkeepers' Trips & Tours Program is the "heart and soul" of our organization. We offer many events designed to help the public get to know the Tualatin River. Giving the members of our community a chance to explore the river helps them understand why it needs to be both protected and restored. It usually takes just one experience on or near the water to get people to care about its status and realize what a significant part of our community it is.

This year, as in years past, we will host a number of events including over sixteen public canoe trips, a van tour of the Upper Tualatin River, at least four special audience outreach paddle trips, a trip leader training course, a series of birding classes, and free monthly nature hikes (highlighting locations in *Exploring the Tualatin River Basin - A Nature and Recreation Guide by the Tualatin Riverkeepers*). We attempt to offer something for everyone.

We kicked off our new monthly hikes with a tour through Cook Park. The participants were overwhelmed with the diversity of birds in the new wetland natural area, even sighting two bald eagles! We look forward to hosting more events through Tigard city parks and natural areas.

On June 28, 2003, the Tualatin Riverkeepers will hold their 14th **Annual Tualatin River Discovery Days**, the largest paddling event held each year on the Tualatin River. This event is a wonderful way for those in our community to be both introduced and reintroduced to the river. We expect more than 100 canoes and kayaks carrying over 200 people to join us as we paddle through the Tualatin River National Wildlife Refuge. As 2003 marks the 100th anniversary of the National Wildlife Refuge system, we are planning this year's event in conjunction with the Centennial Celebration.

There will be a community environmental fair at the end of the paddle. Local governmental agencies, community groups and volunteer organizations will be on hand to introduce and educate the community about their work. We will also publish *Tualatin River Tales*, a historical and ecological guide focusing on the stretch of the Tualatin River that we will be paddling, which will be distributed to all participants.

This year, we are requesting \$2,500 from the City of Tigard for costs incurred from these events. Costs include, but are not limited to: equipment rental and upkeep, traffic control, printing of *Tualatin River Tales*, commemorative t-shirts and posters, staffing for reservations and information, and volunteer recruitment and coordination. We are also requesting use of the Cook Park boat ramp, dock and restrooms for paddles trips on May 10th and September 7th, which are included in an estimated value of \$500 for in-kind services throughout the year.

For the past four years, The Tualatin Riverkeepers have enjoyed the generous support of the City of Tigard for our Trips and Tours program. Our programs continue to become more successful with the help and commitment of cities like yours. We look forward to a continuing cooperative and prosperous relationship with the City of Tigard.



Tualatin Riverkeepers' Trips & Tours 2003 Paddle Season

While Tualatin Riverkeepers (TRK) paddle trips and van tours are open to all members and the general public, space is limited and reservations are required. There is a trip charge of \$5 per person for TRK members and \$10 for nonmembers. TRK canoes are available to members free of charge by reservation. Nonmembers may rent our canoes for our paddle trips for \$20. Alcohol is not permitted on trips or tours and personal flotation devices must be worn on paddle trips. TRK trips may be cancelled due to severe weather (lightning, flooding, ice, etc.), but will often take place in light rain. Please dress accordingly. All trip leaders are volunteers and are not compensated for the time and energy that they put in to making our Trips and Tours Program successful. TRK trips may be canceled if we are unable to recruit sufficient volunteer support to lead a safe and enjoyable trip. For more information or to register, please call (503)590-5813 or email us at info@tualatinriverkeepers.org.

Date: Saturday, March 15th. Tualatin River National Wildlife Refuge Centennial Celebration Paddles (Intermediate)
Where: Tualatin River National Wildlife Refuge, Sherwood. **Times:** 11 am & 2 pm

Date: Sunday, April 27th. Metro Paddle and Hike with Naturalist James Davis (Beginner)
Where: Munger Property, Scholls. **Time:** Noon to 3 pm

Date: Saturday, May 10th. Pre-Mother's Day Paddle Trip (Beginner)
Where: Cook Park, Tigard. **Time:** 11 am to 2 pm

Date: Sunday, May 18th. Metro Paddle and Hike with Naturalist James Davis (Beginner)
Where: Munger Property, Scholls. **Time:** 11 am to 2 pm

Date: Sunday, June 1st. Blue Heron Week Celebration Paddle Trip (Intermediate/Advanced)
Where: Rood Bridge Park, Hillsboro. **Time:** Noon to 4 pm

Date: Saturday, June 28th. 14th Annual Tualatin River Discovery Day
Where: Tualatin River National Wildlife Refuge. **Time:** 9 am to 3 pm

Date: Sunday, July 20th. Summer Paddle Trip (Beginner)
Where: Brown's Ferry Park, Tualatin. **Time:** 9 am to 1 pm

Date: Saturday, August 2nd. Lake Oswego via the Tualatin Paddle Trip (Beginner)
Where: Rivergrove Park, Lake Oswego. **Time:** 10 am to 1 pm

Date: Saturday, August 16th. Mid-Summer's Night Paddle Trip (Beginner)
Where: Tualatin Community Park, Tualatin. **Time:** 6 pm to 8 pm

Date: Sunday, September 7th. School's In! Summer Paddle Trip (Beginner)
Where: Cook Park, Tigard. **Time:** 10 am to 1 pm

Date: Saturday, September 13th. End of Summer Paddle Trip (Intermediate)
Where: 99 Bridge, Tualatin. **Time:** 1 pm to 4 pm

Date: Saturday, September 20th. Upper Tualatin River Van Tour
Where: Upper Tualatin River areas. **Time:** 9 am to 5 pm

Date: Saturday, October 4th. Fall Paddle Trip (Beginner)
Where: Rivergrove Park, Lake Oswego. **Time:** 1 pm to 4 pm

Date: Saturday, October 18th. National Refuge Week - Paddles on the Refuge (Intermediate)
Where: Tualatin River National Wildlife Refuge, Sherwood. **Time:** 11 am & 2 pm

Dates and time subject to change. Please check our web-site for updates at www.tualatinriverkeepers.org.

Explore the Tualatin River Basin on Our FREE Wildlife Hikes

Beginning in February, the Tualatin Riverkeepers is sponsoring a series of Saturday morning hikes focused on wildlife viewing. The hikes will be led by volunteer naturalists and take place at sites featured in *Exploring the Tualatin River Basin - A Nature and Recreation Guide by the Tualatin Riverkeepers*. All trips will start at 8:00 am and end at noon. For further directions, please contact us at (503) 590-5813. These trips are **FREE** and *no* reservations are required.

February 1 - Cook Park, Tigard

Professor Tom Love of Linfield College will guide us around Cook Park and Durham Park. Tom is the Secretary of Oregon Field Ornithologists and past chairman of the field trip committee of the Audubon Society of Portland. We should see waterfowl, raptors and a variety of songbirds. Meet Tom at the wetland viewing kiosk on the east side of Cook Park at 8am. Bring binoculars and dress warmly.

March 8 - Tualatin Hills Nature Park, Beaverton

Sharon Rollins, an active monitoring and advocacy volunteer with TRK, will guide us through Tualatin Hills Nature Park. As a part-time teacher at the park, Sharon will use her intimate knowledge of the park to guide us to some of the best wildlife viewing sites. We will meet at the Interpretive Center on 160th and Millikan at 8:00am.

April 5 - Brown's Ferry Park, Tualatin

April's hike will focus on a variety of waterfowl, wading birds, and raptors found in the wetlands within the City of Tualatin. We will start at Brown's Ferry Park and continue to several special sites that have been protected by the Wetlands Conservancy, our co-sponsor for this trip. We'll meet at Brown's Ferry Park on Nyberg Road at 8:00am.

May 17 - Cedar Canyon Marsh near Banks

Birding guru, Doug Robberson will take us to hear the booming bitterns of Banks. The male American bitterns will be displaying and performing their unique call that has been described variously as booming, a pile driver, or a clogged drain clearing itself. This birding hotspot has recently been acquired by the Metro Greenspaces Program and will likely be a site for some habitat enhancement work by TRK. People wanting to carpool can meet at the Durham Tri-Met Park & Ride next to Border's Books and I-5 at 7:10 am. Our second meeting place will be at the parking lot next to Chevron Station at 2281 NW 185th in Hillsboro at 7:45am.

June 7 - Cooper Mountain Preserve near Beaverton

Susan Peter, co-editor of *Exploring the Tualatin River Basin*, will lead us on a hike with a botanical emphasis on Cooper Mountain. Wildflowers should be in bloom and we are likely to see some western bluebirds also. We will meet at the park entrance on Stone Creek Drive at 8:00am.



Additional trips are planned for Gales Creek, the Banks-Vernonia Trail and Fernhill Wetlands. Check www.tualatinriverkeepers.org for updates on dates and locations.

Exploring the Tualatin River Basin is available from TRK for \$19.95 (plus \$3.00 S&H). It is also available at all Tualatin Riverkeepers events (avoid shipping charges) and at local bookstores.

TRK Consolidated Budget (amended 11/21/02)
2002-2003

REVENUE

Foundations:

Private

Endowment	\$ 40,000 secured		\$ 100,000
Bullitt	\$ 30,000 pending		
Other	\$ 30,000 pending		

Government

USFWS	\$ 9,655 secured		\$ 69,755
BOR	\$ 8,100 secured		
Tigard	\$ 2,000 secured		
Other	\$ 50,000 pending		

Gottier Project:			\$ 47,898
DSL	\$ 47,898 secured		

- \$34,898 subcontract
- \$ 7,500 TRK administration
- \$ 5,000 TRK monitoring
- \$ 500 TRK stewardship

Subtotal grants	\$ 217,653
------------------------	-------------------

Membership	\$ 27,000
-------------------	------------------

Major Gifts Campaign	\$ 10,000
-----------------------------	------------------

Corporate Support	\$ 3,000
--------------------------	-----------------

% sales promotions = \$3,000

Green Heron Awards/Auction:	\$ 17,500
------------------------------------	------------------

Tickets: 100 participants x \$40 = \$4,000

Auction items: \$11,500 (Contribution)

Green Heron = \$2,000 (Corporate)

Discovery Day:	\$ 9,000
-----------------------	-----------------

200 paddlers @ \$5 a person = \$1,000 (Contribution)

DD = \$8,000 (Corporate)

ESO Workplace Giving:	\$ 6,444
------------------------------	-----------------

Quarterly payment of \$1,611

Sale of Materials	\$ 6,652
--------------------------	-----------------

20 hats @ \$15.00, \$8.00 profit per hat = \$160 net

(cost \$130, rely on existing stock)

Exploring the Tualatin

3,000 @ \$1.10 = \$3,300 royalty

400 @ \$19.95, \$7.98 profit per book = \$3,192 net

(400 copies @ \$11.97 each = \$4,788)

Contract Services/Fees:

Centro Cultural - \$1,000 (pending)

Photo-point monitoring - \$1,000 (pending)

Canoe rentals and fees - \$2,000

\$ 4,000

Interest:

Earnings from money market/checking accounts

\$ 2,800

In-Kind Contribution: (In-Kind)

USFWS (Refuge)

(Show as revenue and expense in budget)

\$ 6,000

Subtotal other

\$ 92,396

TOTAL REVENUE

\$ 310,049

EXPENSES

Salaries:

Executive Director @ 1.0 FTE

\$ 48,000

Restoration/Volunteer Coord. @ 1.0 FTE

\$ 28,408

Watershed Watch Coord. @ 1.0 for 9 mo.

\$ 21,000

Office Manager @1.0 FTE

\$ 24,552

Subtotal Salaries

\$ 121,960

Tax /Fringe (23%)

\$ 28,051

AmeriCorps (no tax or retirement)

\$ 5,000

TOTAL SALARIES:

\$ 155,011

SUPPORT EXPENSES

Contract Services:

\$ 49,098

Professional Fees:

Consulting Services @ \$ 37,898

(\$ 34,898 restoration, \$3,000 grant writing)

Audit & 990's @ \$3,700

Bookkeeper @ \$1,800 (\$150 monthly)

PAYCHEX (\$800 yearly)

Graphic Artist (\$4,000)

OSU macro invertebrate classification (\$900)

Occupancy:

\$ 6,600

Copier service @ \$50/mo. = \$600

Rent @ \$500/mo = \$6,000

Telephone: \$300 x 12 months (4 phones)	\$ 3,300
Supplies: TRK Stationary, paper, office supplies	\$ 3,500
Postage: Newsletters, Direct mailing's,	\$ 4,000
Printing Newsletters (4), direct mailing's,	\$ 5,400
Production of Publications Muddy Water Watch (\$4,800) Pocket brochure (5,000 copies @ \$680) Wetland Protection Guide (2,000 copies \$400)	\$ 5,880
Green Heron Awards & Auction Facilities, Dinner, Awards, Invitations & Mailing (Year 2002 expenses: \$4,869)	\$ 7,500
D&O Liability/Commercial Insurance: Event = \$850 Commercial = \$557 Subcontractor = \$2,505 Directors liability = \$1,344	\$ 5,256
Member Outreach Discovery Day - \$2,000 for awnings, Porta Potties, Dock Materials, Racing Numbers, River Tales etc. Tabling event fees \$400 (e.g. county fair, crawfish festival) T-shirts – 144 @ \$650	\$ 3,050
Dues (National/Regional) River Network, \$100 Coalition for a Livable Future, \$250 Waterkeeper Alliance \$250	\$ 600
Travel (Mileage): .365 per mile = 7,000 miles	\$ 2,555
Conference's/Trainings: Professional development for TRK staff/AmeriCorps Board/Staff Retreat \$1,000	\$ 3,000
Program Meetings: TRK programs, organizational development	\$ 1,000
Legal Fund:	\$ 1,000

Attorney & filing fees for litigation

Publications:

Riverkeeper, Environmental, Fund Development
resources etc.

\$ 300

Misc. (Bank Fees)

Includes \$35/mo for automatic deposit

\$ 2,000

TOTAL SUPPORT COST

\$104,039

Subtotal

\$259,050

Equipment Purchases:

Color printer, \$200

Software \$ 600

\$ 800

Depreciation of Equipment:

\$ 3,424

TOTAL EQUIPMENT COST

\$ 4,224

TOTAL EXPENDITURES

\$263,274

OPERATING EXPENSE EXCESS

\$46,775

Capitalized Assets to be purchased

Computer

\$ 1,000

Amended Nov. 21, 2002

TUALATIN RIVERKEEPERS

FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2002 and 2001

with

REPORT OF CERTIFIED PUBLIC ACCOUNTANTS

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PUTTMAN &
CERTIFIED PUBLIC ACCOUNTANTS
TEAGUE, LLP

To the Board of Directors of
Tualatin Riverkeepers
Sherwood, Oregon

We have audited the accompanying statements of financial position of Tualatin Riverkeepers (a nonprofit organization) as of June 30, 2002 and 2001, and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tualatin Riverkeepers as of June 30, 2002 and 2001, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Puttman & Teague, LLP

PUTTMAN & TEAGUE, LLP
Certified Public Accountants

Portland, OR
November 4, 2002

TUALATIN RIVERKEEPERS
Statements of Financial Position
June 30, 2002 and 2001

	<u>2002</u>	<u>2001</u>
Current assets:		
Cash - operating	\$ 836	\$ 1,038
Money market	192,735	69,649
Cash on hand	<u>100</u>	<u>100</u>
Total cash	<u>193,671</u>	<u>70,787</u>
Accounts receivable	3,329	3,000
Inventory	<u>498</u>	<u>405</u>
Total current assets	<u>197,498</u>	<u>74,192</u>
Fixed assets:		
Computer equipment	8,362	9,489
Furniture and equipment	14,618	14,618
Accumulated depreciation	<u>(14,936)</u>	<u>(13,776)</u>
Net fixed assets	<u>8,044</u>	<u>10,331</u>
Total assets	<u>\$ 205,542</u>	<u>\$ 84,523</u>
Liabilities:		
Deferred revenue	\$ 163,036	\$ 22,951
Accounts payable	2,775	2,377
Accrued vacation	3,593	5,250
Bank line of credit		
Accrued expense		948
Payroll tax liability	<u>753</u>	<u>215</u>
Total liabilities	<u>170,157</u>	<u>31,741</u>
Net assets:		
Unrestricted	2,385	(9,738)
Temporarily restricted	<u>33,000</u>	<u>62,520</u>
Total net assets	<u>35,385</u>	<u>52,782</u>
Total liabilities and net assets	<u>\$ 205,542</u>	<u>\$ 84,523</u>

See Accountants' Report and
Notes to Financial Statements

TUALATIN RIVERKEEPERS
Statements of Activities
For the Year Ended June 30, 2002

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Revenues and support:			
Grants and contracts	\$	\$ 117,253	\$ 117,253
Corporate support	7,769	8,906	16,675
Other public support	4,596		4,596
Membership	24,357		24,357
Special events	22,010		22,010
Member services	1,437		1,437
In-kind donations	6,000		6,000
Merchandise Sales	3,043		3,043
Interest	1,218		1,218
Miscellaneous	<u>1,970</u>		<u>1,970</u>
Total revenue	72,400	<u>126,159</u>	198,559
Satisfaction of restrictions	<u>155,679</u>	<u>(155,679)</u>	
Total revenues and support	<u>228,079</u>	<u>(29,520)</u>	<u>198,559</u>
Program expense			
Advocacy monitoring	32,774		32,774
Restoration	66,881		66,881
Public outreach	32,789		32,789
Publication	<u>24,617</u>		<u>24,617</u>
Total program expense	<u>157,061</u>		<u>157,061</u>
Management and general	38,671		38,671
Events	<u>20,224</u>		<u>20,224</u>
Total expense	<u>215,956</u>		<u>215,956</u>
Change in net assets	12,123	(29,520)	(17,397)
Beginning net assets	<u>(9,738)</u>	<u>62,520</u>	<u>52,782</u>
Net assets, end of year	<u>\$ 2,385</u>	<u>\$ 33,000</u>	<u>\$ 35,385</u>

See Accountants' Report and
Notes to Financial Statements

TUALATIN RIVERKEEPERS
Statements of Activities
For the Year Ended June 30, 2001

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Revenues and support:			
Grants and contracts	\$ 2,710	\$ 103,706	\$106,416
Public support	23,953	2,500	26,453
Membership	22,489		22,489
Special events	29,313		29,313
Member services	1,970		1,970
In-kind donations	6,000		6,000
Interest	1,018		1,018
Miscellaneous	721		721
Total revenue	<u>88,174</u>	<u>106,206</u>	<u>194,380</u>
Satisfaction of program restrictions	<u>48,386</u>	<u>(48,386)</u>	
Total revenue and support	<u>136,560</u>	<u>57,820</u>	<u>194,380</u>
Program expense			
Advocacy monitoring	29,398		29,398
Restoration	34,168		34,168
Public outreach	16,380		16,380
Publication	13,440		13,440
Events	16,169		16,169
Total program expense	<u>109,555</u>		<u>109,555</u>
Management and general	<u>32,145</u>		<u>32,145</u>
Total expense	<u>141,700</u>		<u>141,700</u>
Change in net assets	(5,140)	57,820	52,680
Beginning net assets	<u>(4,598)</u>	<u>4,700</u>	<u>102</u>
Net assets, end of year	<u>\$ (9,738)</u>	<u>\$ 62,520</u>	<u>\$ 52,782</u>

See Accountants' Report and
Notes to Financial Statements

TUALATIN RIVERKEEPERS

Statements of Cash Flows For the Years Ended June 30, 2002 and 2001

	<u>2002</u>	<u>2001</u>
Cash flows from operating activities:		
Cash received from public support	\$ 257,009	\$ 126,646
Cash received from contributions	21,271	26,453
Cash received from membership	24,357	22,489
Cash received from special events	22,010	29,313
Cash received from member services	1,437	1,970
Cash received from merchandise sales	3,043	
Interest	1,218	1,018
Miscellaneous receipts	1,970	721
Cash paid to employees and suppliers	<u>(207,298)</u>	<u>(132,177)</u>
Net cash provided by operating activities	<u>125,017</u>	<u>76,433</u>
Cash flows from investing activities:		
Purchase of equipment	<u>(2,114)</u>	<u>(1,165)</u>
Net cash used by investing activities	<u>(2,114)</u>	<u>(1,165)</u>
Cash flows from financing activities:		
Reduction of debt	<u>(19)</u>	<u>(12,028)</u>
Net cash used by financing activities	<u>(19)</u>	<u>(12,028)</u>
Net increase in cash and cash equivalents	122,884	63,240
Cash and cash equivalents at beginning of year	<u>70,787</u>	<u>7,547</u>
Cash and cash equivalents at end of year	<u>\$ 193,671</u>	<u>\$ 70,787</u>
Reconciliation of change in net assets to net cash provided by operating activities:		
Change in net assets	\$ (17,397)	\$ 52,680
Adjustments to reconcile change in net assets net cash provided by operating activities:		
Depreciation	4,401	4,258
Decrease (increase) in accounts receivable	(329)	(2,721)
Decrease (increase) inventory	(93)	(301)
Increase (decrease) in accounts payable	398	893
Increase (decrease) deferred revenue	140,085	22,951
Increase (decrease) in accrued vacation	(1,657)	(382)
Increase (decrease) in payroll liabilities	537	(945)
Increase (decrease) 403 (b) plan payable	<u>(928)</u>	<u> </u>
Net cash provided by operating activities	<u>\$ 125,017</u>	<u>\$ 76,433</u>
Supplemental data for noncash investment and financing activities:		
Interest expense	<u>\$ </u>	<u>\$ 1,199</u>

See Accountants' Report and
Notes to Financial Statements

TUALATIN RIVERKEEPERS
Notes to Financial Statements
June 30, 2002 and 2001

NOTE A. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Tualatin Riverkeepers is a private, nonprofit organization. Since the Organization's inception in 1993, it has been dedicated to the promotion of the educational, scientific, historical and recreational aspects of the Tualatin River and its watershed.

Method of Accounting

The financial statements of the Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standard (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

At June 30, 2002 and 2001, the Organization had no permanently restricted net assets.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

All donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Public Support and Revenue

Membership dues are available for unrestricted use and recorded as revenue in the year received.

Annual campaign contributions are generally available for unrestricted use in the related campaign year unless specifically restricted by the donor.

Grants and other contributions of cash and other assets are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

TUALATIN RIVERKEEPERS
Notes to Financial Statements
June 30, 2002 and 2001

NOTE A. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Functional Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Inventories

At June 30, 2002 and 2001, inventories consist of hats and are stated at lower of cost or market.

Property and Equipment

Acquisitions of property and equipment in excess of \$500 are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using primarily the straight-line method over the useful lives of the assets.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, Tualatin Riverkeepers has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Internal Revenue Code.

TUALATIN RIVERKEEPERS
Notes to Financial Statements
June 30, 2002 and 2001

NOTE B. SUPPORT FROM GRANTS AND CONTRACTS

Tualatin Riverkeepers was funded through the following grants and contracts for the fiscal years ended June 30, 2002 and 2001:

	<u>2002</u>
OWEB	\$ 28,689
Division of State Lands	57,615
NW Natural	2,000
Washington County Soil Conservation District	9,624
Oregon Community Foundation - Muddy Waters Grant	6,000
R.E.I.	3,000
Ralph Smith Foundation	7,250
Others	<u>3,075</u>
Total	<u>\$117,253</u>
	<u>2001</u>
Bullitt Foundation	\$ 30,000
Oregon Community Foundation	35,800
Washington Cty Soil and Water Conservation District	9,217
OWEB	<u>31,399</u>
Total	<u>\$106,416</u>

NOTE C. DEFERRED REVENUE

Deferred revenue for the fiscal years ended June 30, 2002 and 2001, consisted of the following:

	<u>2002</u>	<u>2001</u>
OWEB		<u>\$ 22,951</u>
Division of State Lands	<u>\$163,036</u>	

NOTE D. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets for the fiscal years ended June 30, 2002 and 2001, consisted of the following grants:

	<u>2002</u>	<u>2001</u>
Bullitt Foundation	\$	\$ 25,320
Restricted for purposes of monitoring state implementation of federal Clean Water Act requirements.		
Oregon Community Foundation	15,000	12,000
Restricted for purposes of training residents to monitor urban construction sites for muddy water runoff.		
Oregon Community Foundation	18,000	18,000
Restricted for purposes of strengthening the grassroots organizational capacity of the stream friends group.		
Contributions restricted for a wildlife viewing guide.		7,200
	<u>\$ 33,000</u>	<u>\$ 62,520</u>

TUALATIN RIVERKEEPERS
Notes to Financial Statements
June 30, 2002 and 2001

NOTE E. DONATED SERVICES, MATERIALS, AND FACILITIES

The organization receives a substantial amount of services donated by a variety of unpaid volunteers assisting the Organization in its programs and events. No amounts have been recognized in the accompanying statement of activities because the criteria for recognition of such volunteer effort under SFAS No. 116 have not been satisfied.

The Organization occupies part of the facilities located at 16507 SW Roy Rogers Road, Sherwood, under a three-year agreement with the U.S. Fish and Wildlife Service. No rent is paid by the Organization, however, Tualatin Riverkeepers provides educational and volunteer services and assists in the projects of the National Fish and Wildlife Service in regard to the Tualatin River and watershed area. The approximate fair value of the annual rental is estimated to be \$6,000 and it is included in contributions and expenses in the statement of activities.

NOTE F. FIXED ASSETS

As of June 30, 2002 and 2001, fixed assets consist of:

	<u>2002</u>	<u>2001</u>
Computer equipment	\$ 8,362	\$ 9,489
Furniture and equipment	14,618	14,618
Less: Accumulated depreciation	<u>(14,936)</u>	<u>(13,776)</u>
	<u>\$ 8,044</u>	<u>\$ 10,331</u>

Depreciation expense for the years ended June 30, 2002 and 2001 aggregated \$4,401 and \$4,258, respectively.

NOTE G. BANK LINE OF CREDIT

As of June 30, 2002 and 2001, the Organization has a \$15,000 unsecured line of credit with Bank of America to be drawn upon as needed, with a variable interest rate of prime plus 1-5/8%. At June 30, 2002, the balance was \$0. At June 30, 2001, there was a \$20 finance charge due to Bank of America.

NOTE H. RETIREMENT PLAN

The Organization has a 403(b) plan which allows employees to make voluntary contributions. Employer contributions for plan participants are calculated based on 14% of the employees annual salaries.

The expense to the Organization for the fiscal years ended June 30, 2002 and June 30, 2001 was \$11,805 and \$9,156, respectively.

TUALATIN RIVERKEEPERS
Notes to Financial Statements
June 30, 2002 and 2001

NOTE I. ORGANIZATIONAL STRENGTHS

During the last two fiscal years, the Organization has strengthened its financial position through its increased efforts to raise monies and reduce expenses. In addition to its regular fundraising efforts, the Organization entered into an agreement with the Department of State Lands and Metro to implement and manage the Gotter Bottom Wetland Restoration Project in April 2002.

This partnership between the State, Metro and Riverkeepers illustrates the growing role that Riverkeepers is playing in the overall planning, restoration and monitoring of the environmental health of the Tualatin River watershed. As of June 30, 2002, the Board of Directors and management feels confident about the future of the Organization as its financial position continues to improve and its position in the environmental community continues to become stronger.

SUPPLEMENTAL INFORMATION

PUTTMAN &
CERTIFIED PUBLIC ACCOUNTANTS
TEAGUE, LLP

To the Board of Directors of
Tualatin Riverkeepers

Our report on our audit of the basic financial statements of Tualatin Riverkeepers for 2002 appears on page 2. We conducted our audit in accordance with auditing standards generally accepted in the United States of America for the purpose of forming an opinion on the basic financial statements taken as a whole. The schedule of functional expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Puttman & Teague, LLP

PUTTMAN & TEAGUE, LLP
Certified Public Accountants

Portland, Oregon
November 4, 2002

TUALATIN RIVERKEEPERS
(Schedule I)
Statement of Functional Expense
For the Year Ended June 30, 2002

	<u>Programs</u>				<u>Total Program Expense</u>	<u>Total Management and General</u>	<u>Events</u>	<u>Total</u>
	<u>Advocacy Monitoring</u>	<u>Restoration</u>	<u>Public Outreach</u>	<u>Publication</u>				
Expenses:								
Salaries	\$ 18,153	\$ 27,700	\$ 20,770	\$ 6,360	\$ 72,983	\$ 24,571	\$ 9,650	\$ 107,204
Taxes and fringe benefits	<u>3,933</u>	<u>6,001</u>	<u>4,498</u>	<u>1,378</u>	<u>15,810</u>	<u>5,323</u>	<u>2,090</u>	<u>23,223</u>
Total personnel expense	<u>22,086</u>	<u>33,701</u>	<u>25,268</u>	<u>7,738</u>	<u>88,793</u>	<u>29,894</u>	<u>11,740</u>	<u>130,427</u>
Contract services	2,120	23,673	1,398	3,402	30,593	1,192	864	32,649
Occupancy	1,000	1,000	1,000	1,000	4,000	1,007	1,000	6,007
Telephone	2,150	786			2,936	294		3,230
Supplies	353	306	307	558	1,524	1,501	293	3,318
Postage	140	78	170	716	1,104	1,395	300	2,799
Printing	1,348	239	872	8,392	10,851	822	841	12,514
Insurance	493	2,998	493	493	4,477	496		4,973
Multi-media education	77				77	179	561	817
Advertising		101			101			101
Memberships			170	605	775			775
Travel	1,692	651	241	87	2,671	139	185	2,995
Conferences/Training	35	130			165	350		515
Meeting expenses							3,922	3,922
Publications	69	18			87	168		255
Interest						19		19
Miscellaneous	560	560	591	975	2,686	560	293	3,539
Equipment costs	185	979	941	185	2,290	185	225	2,700
Depreciation	<u>466</u>	<u>1,661</u>	<u>1,338</u>	<u>466</u>	<u>3,931</u>	<u>470</u>		<u>4,401</u>
Total Expense	<u>\$32,774</u>	<u>\$66,881</u>	<u>\$32,789</u>	<u>\$24,617</u>	<u>\$157,061</u>	<u>\$38,671</u>	<u>\$20,224</u>	<u>\$215,956</u>

See Accountants' Report on Supplemental Information
and Notes to Financial Statements

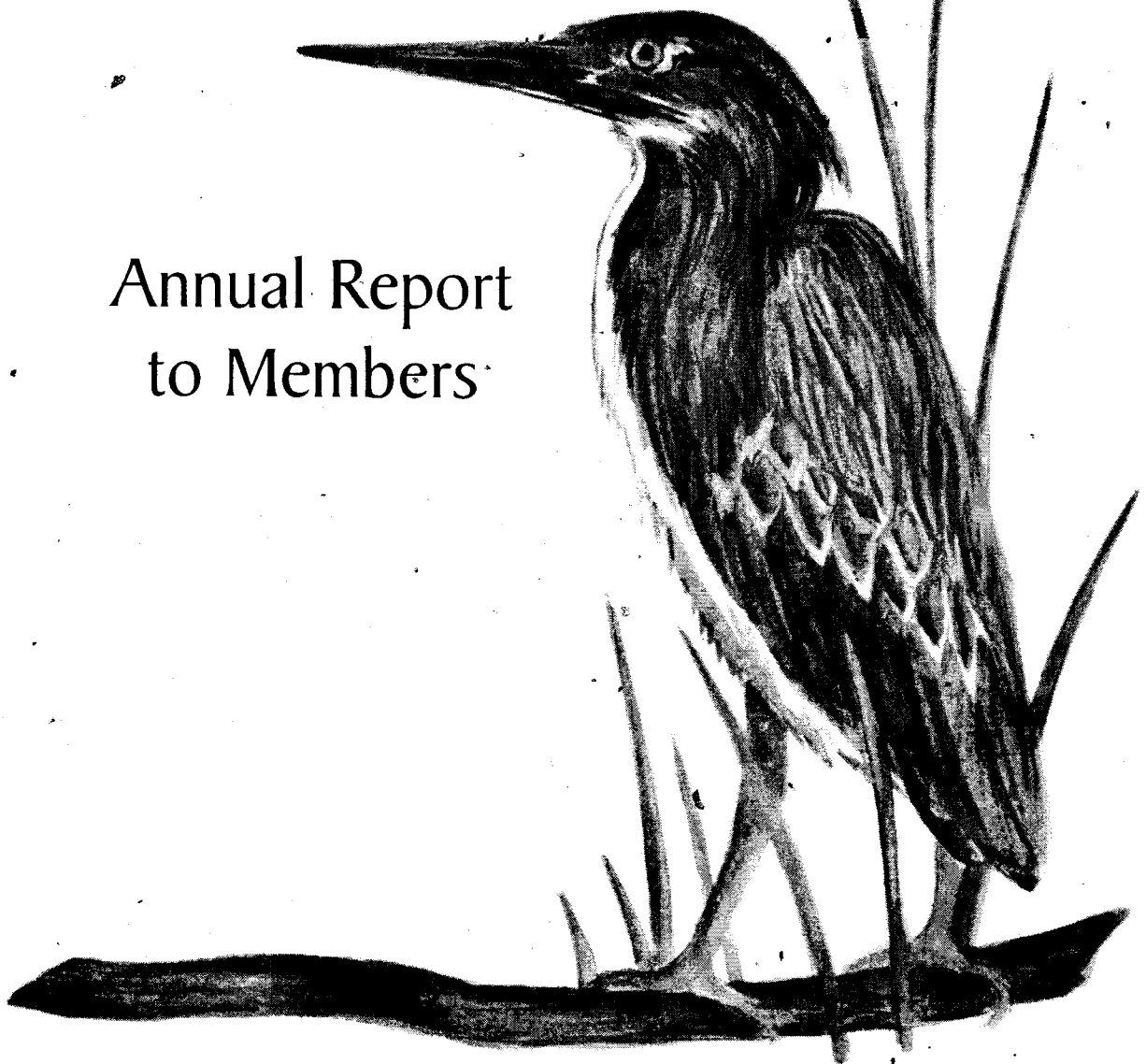
TUALATIN RIVERKEEPERS
(Schedule II)
Statement of Functional Expense
For the Year Ended June 30, 2001

	Programs					Total Program Expense	Total Management and General	Total
	Advocacy Monitoring	Restoration	Public Outreach	Publication	Events			
Expenses:								
Salaries	\$ 16,743	\$ 24,356	\$ 9,500	\$ 3,285	\$ 2,660	\$ 56,544	\$ 17,488	\$ 74,032
Taxes and fringe benefits	<u>5,314</u>	<u>4,391</u>	<u>1,995</u>	<u>690</u>	<u>560</u>	<u>12,950</u>	<u>2,692</u>	<u>15,642</u>
Total personnel expense	<u>22,057</u>	<u>28,747</u>	<u>11,495</u>	<u>3,975</u>	<u>3,220</u>	<u>69,494</u>	<u>20,180</u>	<u>89,674</u>
Contract services	1,000	1,075	1,000	2,068	1,000	6,143	1,034	7,177
Occupancy	1,000	1,000	1,000	1,000	1,000	5,000	1,069	6,069
Telephone	910	800	360	300	305	2,675	905	3,580
Supplies	186	125	215	289	147	962	938	1,900
Postage	368	244	516	643	317	2,088	1,866	3,954
Printing	277	63	200	4,390	820	5,750	1,066	6,816
Insurance	495	495	495		283	1,768	780	2,548
Multi-media education	43			35	10	88		88
Advertising							80	80
Travel	1,145	391		90	122	1,748	324	2,072
Conferences/training	285	135				420	2,010	2,430
Meeting expenses					7,485	7,485	4	7,489
Publications	30	34				64	118	182
Miscellaneous	480	350	200	200	397	1,627	696	2,323
Equipment costs	2	118	28		613	761	299	1,060
Depreciation	<u>1,120</u>	<u>591</u>	<u>871</u>	<u>450</u>	<u>450</u>	<u>3,482</u>	<u>776</u>	<u>4,258</u>
Total expenses	<u>\$ 29,398</u>	<u>\$ 34,168</u>	<u>\$ 16,380</u>	<u>\$ 13,440</u>	<u>\$ 16,169</u>	<u>\$ 109,555</u>	<u>\$ 32,145</u>	<u>\$141,700</u>

See Accountants' Report on Supplemental Information
and Notes to Financial Statements

TUALATIN Riverkeepers

Annual Report
to Members



February 2003

OUR MISSION

The Tualatin Riverkeepers is a community based organization working to protect and restore Oregon's Tualatin River system. The Tualatin Riverkeepers builds watershed stewardship through public education, access to nature, citizen involvement and advocacy.

BOARD OF DIRECTORS

January 2003

Ron Garst, President
Sherwood, Oregon

Paul Whitney, Vice President
Tigard, Oregon

Charles Aubin
Lake Oswego, Oregon

Robert Fuquay
Tualatin, Oregon

Jean Sandwick, Treasurer
Lake Oswego, Oregon

Molly Dougherty, Secretary
Portland, Oregon

Fran Peake
West Linn, Oregon

STAFF

January 2003

Sue Marshall, Executive Director
Margot Fervia-Neamtzu, Office Manager
Brian Wegener, Watershed Watch Coordinator
Amy Stout, Monitoring Coordinator, AmeriCorps Member

MEMBERSHIP

December 2003

584 Members



Tualatin Riverkeepers
16507 SW Roy Rogers Road Sherwood, OR 97140
(503) 590-5813 • fax (503) 590-6702 • www.tualatinriverkeepers.org
email: info@tualatinriverkeepers.org

Welcome Riverkeepers and Friends!

TUALATIN RIVERKEEPERS' ANNUAL MEETING AGENDA

February 2, 2003
1:30 pm to 4:00 pm

- | | | |
|---------|--|----------------------------------|
| 1:30 pm | Gather and mingle | All |
| 1:45 pm | Welcome and Announcements | Ron Garst, President |
| 2:00 pm | TRK Year in Review | Sue Marshall, Executive Director |
| 2:30 pm | <i>Guest Speaker Presentation</i> | Robin Cody |
| 3:30 pm | Closing remarks | Ron Garst, President |
| 3:35 pm | Visit and refreshments
Comment on programs
Book signings | All |



"To put your hands in a river is to feel the chords that bind the earth together."

- Barry Lopez

2002 Advocacy and Monitoring Highlights

The Tualatin Riverkeepers were at the table on a number of big issues this past year including enforcement of stormwater regulations, protection of wetlands and streams through local and regional land use regulations, protection of our drinking water supply and improving the water quality of the river and tributaries for fish and wildlife. Honing in on a critical source of pollution, we expanded our "Muddy Water Watch" program to include both urban construction and agricultural practices as chronic sources of sediment that encourages civic involvement.



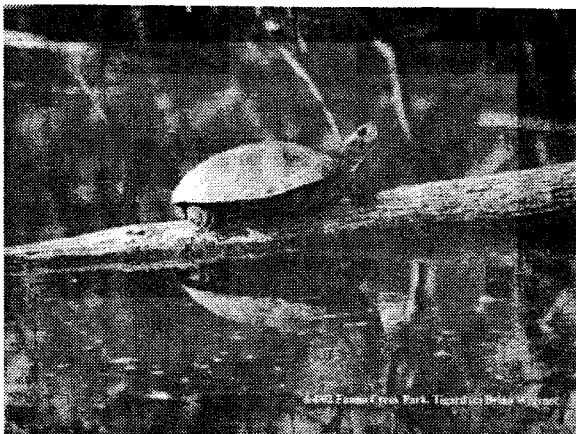
- Held five **Watershed Watch** Trainings for interested individuals, school clubs and TRK members to help in monitoring watershed conditions.
- Held a **Muddy Water Watch** training focused on construction site erosion prevention and sediment control.
- Responded to 63 **HOTLINE** calls dealing with pollution, dumping, land use, erosion, fish and wildlife protection and water rights - leading to positive outcomes.

Published three wonderful **resource guides** that cut through complex regulations and provide useful tips for effective community involvement.

- *Field Guide to Erosion Prevention and Sediment Control: Construction Sites*
- *Field and Resource Guide to Prevent Erosion: Agriculture*
- *How to Protect Wetlands and Streams in the Tualatin Watershed: A Guide for Community Involvement*



Tualatin Riverkeepers'
How to Protect
Wetlands and Streams
in the Tualatin Watershed:
A Guide for Community Involvement



- United community concerns in Tigard around the ill conceived Wall Street extension road project through a wetland of Fanno Creek.
- The **Citizen Action Committee** and staff weighed in on expansion of the UGB, Washington Co. Transportation Plan, the Beaverton fluoridation measure, enforceable stormwater pollutant limits, Goal 5 natural resources protection, greenstreet development and prioritization of the Tualatin River Canoe Trail.

2002 Restoration Highlights

It was an exciting year for TRK's restoration programs and below is a glimpse of our 2002 accomplishments. Our fabulous volunteers make it happen! At the forefront of the excitement was the collaboration of TRK and Metro to launch a 90-acre floodplain restoration project along the confluence of McFee Creek and the Tualatin River in Scholls, known as **Gotter Bottom**.

- In collaboration with the Tualatin River Watershed Council and Student Watershed Research Project, volunteers carried out their third year of **Photo Point Monitoring** at 22 restoration sites.
- Held two **restoration events** at the Gotter Bottom site involving 50 volunteers to remove 1400 feet of old fence and plant over 800 native plants.



- Trained 15 volunteers to **monitor for birds** at the Gotter Bottom site.
- Loaned the **Restoration Tool Bank** to 12 organizations for a total of 28 Tualatin Basin Restoration events.
- Planted over 100 native plants, removed invasive plants, and pick-up garbage at Eagle Landing in Scholls on **Earth Day** with the help of 20 volunteers.

- TRK's **2nd Annual Fall Fish Fling** placed 150 salmon carcasses in Gales Creek to restore important nutrients in spawning habitat with the help of 4th graders from Joseph Gales Elementary School, NW Steelheaders, Boy Scouts, AmeriCorps members, and local landowners.
- Coordinated a **river clean-up** involving 30 volunteers and 10 canoeists and kayakers.



2002 Public Education and Outreach Highlights

The most stunning achievement was the publication of our book, *Exploring the Tualatin River Basin - A Nature and Recreation Guide*, by OSU Press. Co-editors Shirley Ewart, Susan Peter and Barbara Schaffner were tireless in their enthusiastic promotion of the book. This amazing guide would not have been possible without the efforts of nearly 70 volunteers who contributed over 10,000 hours! We also produced a dandy pocket brochure to promote membership and developed a three-part training to help build the capacity of the various **Friends Groups**. Our Trips & Tours program is stronger than ever thanks to the increased number of volunteers who stepped up to become leaders.



- Developed a three-part capacity building training series designed for all **volunteers groups** that includes: Grassroots Fundraising, Strategic Planning and Volunteers Managing Volunteers.
- Collaborated with **Centro Cultural** to train Spanish speaking day-labor crews in riparian re-vegetation restoration techniques.

- Distributed almost 1,500 copies of *Exploring the Tualatin River Basin*, and held six promotional events.
- Printed 10,000 copies of the new Tualatin Riverkeepers Pocket Brochure for distribution.
- **Outreached** to over 1,500 people via 24 public events and speaking engagements.

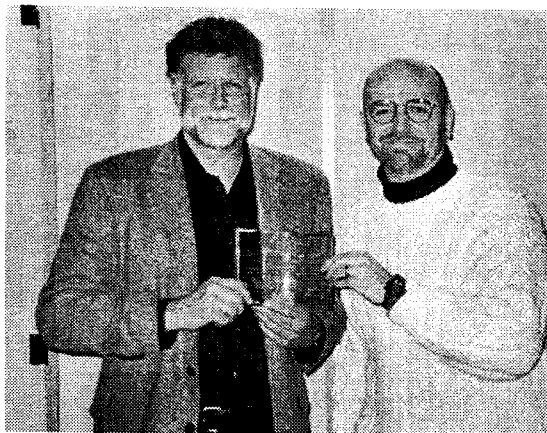


- Organized over 18 river trips and a van tour.
- Held our 13th Annual **Tualatin River Discovery Day** with 120 participants and increased corporate sponsorship for this key event.
- Trained 22 new trip leaders who underwent our improved **Trip Leader Training** course.

2002 Organizational Development Highlights

Public support and involvement with the Riverkeepers blossomed this year, demonstrating the **community's commitment and values** to protect our watershed. The biggest boost came from the Division of State Lands' grant to launch our restoration work at Gotter Bottom (*see Restoration Highlights*). Congratulations to our hardworking staff, board and committees for your commitment!

- **Strategic planning session** held with participation from board, staff and committee members. A 2003-2006 plan will be finalized June 2003.
- Awarded an **AmeriCorps member** again this year by The Northwest Service Academy, allowing Amy Stout to return for a second year of outstanding service.



- Held the 4th Annual **Green Heron Awards Dinner & Auction**, raising over \$10,000 and presenting five prestigious awards.
- Received on-going support from our **strong membership base** of over 600 citizens, our organization backbone, with contributions totaling over \$23,000.

- **Mobilized citizens** to contribute over 4,000 volunteer hours to protect and restore our watershed, valuing over \$63,000 (equal to two full-time staff!).
- Supported hardworking and **dedicated committees** including Our Trips & Tours, Green Heron Event, Citizen Action, Public Outreach, Executive, and Fund Development Committees.

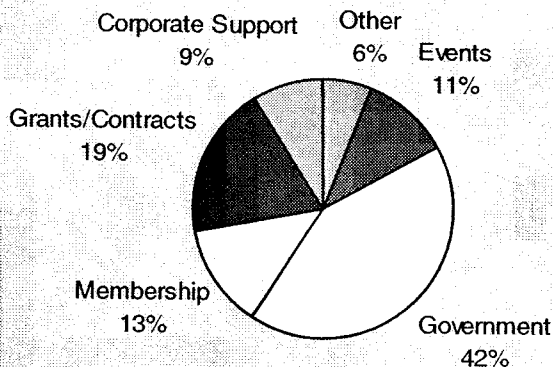


Statements of Financial Position

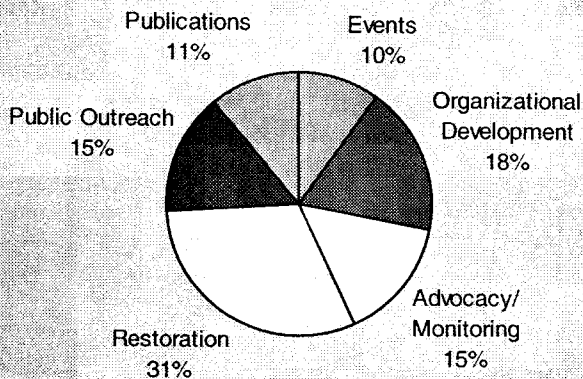
June 30, 2002 and 2001

	<u>2002</u>	<u>2001</u>
Current assets:		
Cash - operating	\$ 836	\$ 1,038
Money market	192,735	69,649
Cash on hand	<u>100</u>	<u>100</u>
Total cash	<u>193,671</u>	<u>70,787</u>
Accounts receivable	3,329	3,000
Inventory	<u>498</u>	<u>405</u>
Total current assets	<u>197,498</u>	<u>74,192</u>
Fixed assets:		
Computer equipment	8,362	9,489
Furniture and equipment	14,618	14,618
Accumulated depreciation	<u>(14,936)</u>	<u>(13,776)</u>
Net fixed assets	<u>8,044</u>	<u>10,331</u>
Total assets	<u>\$205,542</u>	<u>\$ 84,523</u>
Liabilities		
Deferred revenue	\$163,036	\$ 22,951
Accounts payable	2,775	2,377
Accrued vacation	3,593	5,250
Bank line of credit		
Accrued expense		948
Payroll tax liability	<u>753</u>	<u>215</u>
Total liabilities	<u>170,157</u>	<u>31,741</u>
Net assets:		
Unrestricted	2,385	(9,738)
Temporarily restricted	<u>33,000</u>	<u>62,520</u>
Total net assets	<u>35,385</u>	<u>52,782</u>
Total liabilities and net assets	<u>\$205,542</u>	<u>\$ 84,523</u>

Revenue Sources



Expenditures By Program



Thank You for your Generous Support

Grantors

Division of State Land
Oregon Watershed Enhancement Board
Washington County Soil Conservation District
Tualatin Valley Water Quality Endowment Fund
of the Oregon Community Foundation
Ralph Smith Foundation
Bullitt Foundation
City of Tigard
REI

Corporate Support

Clean Water Services
Backyard Bird Shop
PGE
Bank of America
NW Natural
Nature's NW
Stormwater Management Inc.
The Reserve Vineyards & Golf Club
Green Mountain Energy
Starbucks in Sherwood
Albertson's in Sherwood

Tualatin Riverkeepers' Volunteer Opportunities

Habitat/Stream Enhancement and Clean-up Activities

- Site Coordinator or Crew Leader
- Habitat Enhancement Volunteer

Watershed Monitoring Activities

- Watershed Watch Monitor
- Muddy Water Watch
- Avian Monitor
- Photo Point Monitor
- Friends Group Member



Public Outreach and Education Activities

- Speaker's Bureau Volunteer
- Publication Design or Distribution Volunteer
- Special Event Outreach Volunteer

Advocacy and Citizen Action Activities

- Advocacy Volunteer
- Issues Research

Organization Support and Fundraising Activities

- Fund Development Volunteer
- Office Volunteer
- Video Volunteer



Trips & Tours Activities

- River Trip Leader/Assistant
- Discovery Day Event Volunteer
- Fleet Hauler
- Equipment Maintenance/Dock Builder

Board and Committees

- Board of Directors
- Citizen Action Committee
- Trips & Tours Committee
- Public Outreach Committee
- Awards Dinner and Auction Committee
- Seasonal Events Committees



Statement of Principles

Public Health

We believe it is imperative that the water of the Tualatin River and its tributaries be safe for the area's citizens and its fish and wildlife.

We support activities that help assure State and Federal water quality standards are met within the watershed.

Fish and Wildlife

We believe it is important to promote and protect the watershed's indigenous biodiversity.

We support activities that:

- Protect and restore natural habitats.

- Maintain stream flows and conditions that best support fish and wildlife.

Economic Health

We believe clean, flowing rivers are fundamental to Oregon's economic health.

We support activities that:

- Promote industrial, commercial, and residential activities that are environmentally sound.

- Seek to improve the overall health of the river.

Riparian Integrity

We believe functional riparian areas are a vital benefit to the Tualatin River and its watershed, since they recharge underground water supplies, protect fish and wildlife, and help control flooding.

We support activities that:

- Protect, maintain, restore, and enhance riparian areas in the watershed.

- Expand riparian areas.

Land Use and Planning

We believe that present and future land use in the Tualatin watershed should have a net positive impact on the river.

We support activities that ensure protection of the river system in all land use and planning activities.

Public Access and Recreation

We believe the Tualatin River is an underutilized recreational resource.

We support activities that:

- Increase the public's access to the river.

- Promote low-impact, muscle-powered recreational use that observes private property rights and respects the ecosystem.

- Maintain parts of the river in a natural, wild state, both ecologically and visually.

Education and Advocacy

We believe that citizen's continuous education, care and attention to the Tualatin River and its watershed are critical to the river's long-term viability, the area's fish and wildlife and the area's human population.

We support activities that:

- Educate the public to the beauties, realities, and potential of the river and its watershed.

- Encourage people to observe, study, and enjoy the river ecosystem.

- Promote the public's active involvement in the affairs and protection of the river and its watershed.

**TIGARD HIGH SCHOOL
GRADUATION CELEBRATION COMMITTEE**

P.O. Box 23664
Tigard, OR 97281-3664



February 13, 2003

Craig Prosser
Finance Director
City of Tigard
13125 SW Hall Blvd
Tigard, OR. 97223

Dear Mr. Prosser,

Thank you for this opportunity to be considered for a grant from the City of Tigard.

Our group consists of Tigard High School parents who plan and put on the drug and alcohol free graduation celebration for the graduates from Tigard High School. As the population in Tigard continues to increase, so does the student body at Tigard High School, resulting in a larger graduating class. The senior class this year is nearing 500 at this time. Historically, the celebration is attended by about 80% to 85 % of the graduates, which would mean about 400 students or more. Because of the large numbers, we are limited to facilities that can accommodate the large groups, with appropriate activities. This has meant we have to contract through organizations such as Grad Night or Party Works, since they have reserved the majority of large sites in the metro area. I believe this increases out costs, since we now have to go through a middleman, but we have few choices that are appropriate if we don't. This is one reason why the site costs are so high. The positive side is that the party planner does more of the work, and they also have appropriate entertainment that has been proven with the graduates.


We have also noticed some of the local businesses have been hurt by the recent decline in the economy and we are not receiving as many donations as we have in the past. In an attempt to keep out ticket price reasonable, and within everyone's reach, we rely on outside sources for funding. This year our ticket prices are \$45.00 if purchased before April 1st and \$55.00 if purchased afterward, which is a \$5.00 increase from last year. Our goal is to have everyone attend the celebration that would like to, so we do make scholarships available and work with the counseling office.

This year we are faced with an additional challenge in the funding of the celebration. Previously, the grad night committee has participated in the annual fundraiser sponsored by the PSO. This year the PSO has decided not to sponsor this annual event, which previously net the grad night celebration \$4,000 to \$5,000 each year. Leaving the grad night committee with a large deficit, we have found it necessary to plan and initiate our own fundraising activities. One event, we have planned a Casino night/silent auction for April 11, 2003. In addition we have a couple of smaller fundraisers. In the past, the City of Tigard has generously awarded \$500.00 or \$750.00 for the graduation celebration. But due to additional costs of the event, and some unknowns in our budget, such as the commercial donations and the results of our fundraising activities, we are requesting \$2,000.00.

Please note that in order for us to continue, we find it imperative that we set aside a reserve of \$3,500.00, to serve as the seed money for the next year. We were not able to accomplish that goal this past year, and as a result have struggled. We realize that everyone is suffering from budget cuts, so we do realize that funding for events such as this are limited. But we also feel that because of our event, we take 350 to 400 students off the streets and provide a safe environment for their celebration, resulting in allowing the city's resources to be utilized in another fashion and not patrolling the streets that night. In addition to the funding, we would like to request to have the SRO in attendance at the event.

We appreciate the opportunity to apply for this grant. Please let me know if you need additional information or have any questions. Thank you for your consideration.

Sincerely,


Cathie Sorensen
Chairman
503-203-1427

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-639-4171

FY 2003-04
COMMUNITY EVENTS FUNDING REQUEST

Event Name: Tigard High School Graduation Celebration
Address: P.O. Box 23664
City, State, Zip: Tigard, OR 97281-3664
Contact Name: Cathie Sorensen
Telephone Number: 503-203-1427 (work) or 503-620-6445 (home)

1. **Request (express in whole dollar amounts only)**

Cash \$2,000.00

In-Kind Services (use of City property, City staff support,
etc. Please explain the services requested on a separate sheet) \$ Unknown

SRO-Glenn Scruggs to attend event

Total Request \$2,000.00 + Officer Scruggs

2. **Purpose of Funding Request:**

First, to offset the cost of the Drug and Alcohol Free Graduation Celebration for Tigard High School graduates. Since this is entirely a volunteer origination of parents, we would appreciate the attendance of Officer Scruggs, just in case.

3. **Please submit the following information with this request:**

- a. **Detailed budget, including FY 2001-02 actual expenditures, FY 2002-03 Adopted Budget, and FY 2003-04 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. ****
- b. **Audit report or financial statements for the last fiscal year.****
- c. **Articles of Incorporation.***
- d. **501(c)(3) status.***
- e. **Organization Bylaws***

* Information not required if it has been submitted at least once in the last five years.

** Lack of adequate financial information could result in denial of request.

THS GRAD NIGHT CELEBRATION

TREASURER'S REPORT				
BEGINNING CASH	2,290.97	498.47		10,076.01
	2003-04	2002-03	2001-02	Final 2001-02
	Proposed	Proposed	Budget	INCOME TO
INCOME	Budget	Budget		DATE
50/50	1,500.00	1,400.00	1,000.00	967.43
FUN RUN	1,000.00	(7/03)	650.00	851.00
COMMERCIAL DONATIONS	3,000.00	3,000.00	2,000.00	2,725.97
TSO FUNCTION	1,500.00	1,000.00	5,000.00	4,000.00
INTEREST	25.00	25.00	50.00	15.24
PARENT DONATIONS	3,000.00	3,000.00	1,750.00	2,445.00
GRAD NIGHT FUNDRAISERS	3,000.00	3,500.00		
GRANTS, ETC	3,500.00	3,500.00	3,000.00	
TICKET SALES	18,625.00	17,500.00	16,875.00	14,655.00
TOTAL INCOME:	35,150.00	32,925.00	30,325.00	25,659.64
EXPENSES				
BUSES	-	-		
CAMERAS	1,750.00	1,600.00	1,550.00	1,545.00
DECORATIONS/SET-UP	500.00	300.00	500.00	503.09
ENTERTAINMENT/ACTIVITIES	500.00	250.00	250.00	193.67
FOOD	250.00	100.00	125.00	-
INSURANCE	250.00	250.00	400.00	795.00
MISCELLANEOUS (Bus Driver G)	100.00	100.00	100.00	67.00
POSTAGE/PO BOX	750.00	500.00	300.00	265.00
PRIZES	3,000.00	3,000.00	3,000.00	2,659.88
PRINTING/LETTERHEAD	200.00	200.00	100.00	291.30
PUBLICITY/THANK YOU AD	350.00	350.00	300.00	336.00
CLEANING DEPOSIT			250.00	350.00
SECURITY DEPOSIT			750.00	
SITES	26,500.00	24,482.50	28,481.25	28,231.24
DISCRETIONARY	-	-		
TOTAL EXPENSES:	34,150.00	31,132.50	36,106.25	35,237.18
ENDING CASH	3,290.97	2,290.97		498.47
Number of students in attendance				
or estimated to attend	375	350		345

**CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-691-4141**

**FY 2003-04
COMMUNITY EVENTS FUNDING REQUEST**

Event Name: City of Tigard Dog Park Community Events

Address: 11689 SW Wilton Avenue

City, State, Zip: Tigard, OR 97223

Contact Name: Julie Wittmann

Telephone Number: 503-590-4997

1. Request (expenses in whole dollar amounts only)

Cash	\$ 400
In-kind services	\$ 0
Total Request	\$ 400

2. Purpose of Funding Request:

Off-leash dog parks are an important new element in the scope of what the city offers it's residents. The funding we are requesting allows the off-leash dog parks to receive more visibility to the residents of the city to increase the use of the dog parks. In addition we provide education and training for dog owners and promote safe socialization for dogs.

Dog Days of Tigard: Celebrating the off-leash dog parks the City of Tigard has established. Funds requested for: printing of fliers and posters, decorations, refreshments, K9 demonstrations, Agility demonstration, basic dog obedience training, volunteer appreciation. \$175

Tigard Blast: Participation in the Tigard Blast parade. Funds requested for: printing of fliers and posters, balloons and bandanas, dog treats. \$45

Halloween Dog Party: Funds requested for: printing of fliers and posters, decorations, refreshments, 3 prizes. \$120

Canine 101: Educational event, topic to be determined. Funds requested for printing of fliers, posters, and handouts. \$30

Canine 102: Educational event, topic to be determined. Funds requested for printing of fliers, posters, and handouts. \$30

3. Requested additional information:

a. Fiscal Year 01-02 (July 1, 2001 – June30, 2002)

Revenue (Contributions to the Dog Park Trust Account) \$285.28
Expenditures by Parks Department from Trust \$ (101.36)
Expenditures by in-kind donations from committee (\$312.16)

Fiscal Year 02-03 (as of January 28, 2003)

Revenues (Contributions to the Dog Park Trust Account) \$441.78
Expenditures by Parks Department from Trust \$ (435.71)
Expenditures by in-kind donations from committee \$(411.00)

Fiscal Year 03-04 Proposed Budget

Revenues (Contributions to the Dog Park Trust Account) ~\$400
Expenditures \$ 800

- b. Audit report or financial statement for last fiscal year:** see attached from Roger Dawes, Senior Accountant, City of Tigard Finance Department
- c. Articles of Incorporation:** None
- d. 501 (C) (3) status:** None

----- Original Message -----

From: Roger Dawes
Sent: Wednesday, January 29, 2003 10:09 AM
To: kariba_or@msn.com
Subject: Dog Park Financial Information

Good Morning Chris,

Here is the financial information we have at the City regarding the Dog Park.

All contributions and expenses are recorded in an account named "Dog Park Trust Account." For fiscal year 01-02, (July 1, 2001 - June 30, 2002), the revenue, expenditures and ending balances are as follows:

Beginning Balance \$ 0.00
Revenue (Contributions) \$ 285.28
Expenditures \$ (101.36)

Ending Balance at \$ 183.92
(6/30/2002)

For the current fiscal year, the revenues and expenditures to date (Jan.28, 2003) are as follows:

Beginning Balance \$ 183.92
Revenues (Contributions) \$ 441.78
Expenditures \$(435.71)

Balance at 1/28/2003 \$ 189.99

I included the current year information just in case you need it to help with budgeting.

Please call if you have any questions. My number is 503 639-4171 ext.2493.

Thanks,

Roger Dawes

Roger Dawes, Senior Accountant
City of Tigard Finance Department
503-639-4171 Ext. 2493
roger@ci.tigard.or.us



Board of Directors:

Tyrone Davis
Founder and Chairman

Mickey Brown

MC Hammer

Lili Brown

Cheryl 'Salt' James

Christopher 'Play' Martin

Melanie Few

John Flabetich

Angel Burgess

Urban Hope Office

6713 SW Bonita
Suite 270
Tigard, OR 97224

1.866.712.HOPE (4673)
Field Office

503.620.0075

Main Office

503.620.3501
Fax

Urban Hope International was a Project being developed by the Common Unity Foundation. The vision was so strong that we legally and officially changed the name to Urban Hope International (UHI), can only provide an overall proposed budget for 2003 and 2004.

Enclosed you will find:

Application forms

501 (C) 3

By laws

2003-2004 proposed budget for the specific program

2003-2004 proposed budget for entire agency

Board of Directors

Resume of Agency Director

A detailed description

Company letter

Article of Corporation



CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-639-4171

FY 2003-04
COMMUNITY EVENTS FUNDING REQUEST

Event Name: Urban Hopes "Day on The Green"
Address: 6713 SW Borwick Ave Suite #270
City, State, Zip: Tigard, OR 97224
Contact Name: Tyrene Davis
Telephone Number: (503) 626-0775

1. **Request (express in whole dollar amounts only)**

Cash

\$ 11,300

In-Kind Services (use of City property, City staff support,
etc. Please explain the services requested on a separate sheet)

\$ 5,100

Total Request

\$ 16,400

2. **Purpose of Funding Request:**

See Attached

3. **Please submit the following information with this request:**

- a. **Detailed budget, including FY 2001-02 actual expenditures, FY 2002-03 Adopted Budget, and FY 2003-04 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. ****
- b. **Audit report or financial statements for the last fiscal year.****
- c. **Articles of Incorporation.***
- d. **501(c)(3) status.***
- e. **Organization Bylaws***

* Information not required if it has been submitted at least once in the last five years.

** Lack of adequate financial information could result in denial of request.

Urban Hope International “ Day on the Green” will be an all day event for youth and young adults in the city of Tigard, held at Cook Park. It will be a day of expression through art, poetry and music, along with community leaders, fellowshiping, and imparting into the lives of young people. Our desire is to all educate each one who attends, through health care booths, anti-drug, and voter’s registration drives. The event will culminate with a candle light concert, which will bring a sense of love and togetherness for all Tigard residents.

Urban Hope International
Budget Line of 1 Year

Tier 1

Employees	Wages
Tyrone Davis	\$ 30,000
Jose DeCastro	\$ 24,000
Kim Dixon	\$ 18,000
Karen Ridgeway	\$ 18,000
Wade Reese	\$ 24,000
Brian Winchester	\$ 14,400
The Urban Entrepreneurs	\$ 12,000
Year	\$140,400

Resources	Cost
Promotions/Marketing	\$ 20,000
Building Upgrades	\$ 3,000
Housing	\$ 9,000
Utilities	\$ 4,500
Telephone	\$ 1,600
Supplies	\$ 1,200
Insurance	\$ 1,000
Maintenance/ Cleaning	\$ 3,600
Travel	\$ 12,000
Building Rent	\$ 84,000

Year \$ 139,600

Consulting

Outside Consulting \$ 8,000

Accountant \$ 2,500

Lawyer \$ 12,000

Interns \$ 4,000

Year \$ 26,500

Existing Debt

Year \$ 11,000

Total Budget for 2003 1 Year Total \$317,500



NATIONAL HERITAGE FOUNDATION, INC.

BYLAWS

ARTICLE I

OFFICES

The Corporation shall at all times maintain a registered office in the State of Georgia and a registered agent at that address, but may have other offices located within or without the State of Georgia as the Board of Directors shall determine.

ARTICLE II

BOARD OF DIRECTORS

Section 2.1. General Powers. The property and business of the Corporation shall be managed under the direction of the Board of Directors of the Corporation.

Section 2.2. Number and Term of Office. The number of directors shall be three (3) or such other number, but not less than one (1) nor more than twelve (12), as may be designated from time to time by resolution of a majority of the entire Board of Directors. The directors shall be appointed by the President of the corporation and shall serve for a term of one (1) year and until their successors have been elected.

Section 2.3. Vacancies. The directors may (1) fill the place of any director which may become vacant prior to the expiration of the director's term, such appointment by the directors to continue until the expiration of the term of the director whose place has become vacant, or (2) fill any directorship created by reason of an increase in the number of directors, such appointment by the directors to continue for a term of office until the next appointment by the president and until the appointment of the successor.

Any director may be removed from office with or without cause by the affirmative vote of a majority of the directors entitled to vote at any special meeting of directors called for that purpose. The person appointing the director may remove an appointed director without cause.

Section 2.4. Place of Meeting. The Board of Directors may hold their meetings and keep the books of the Corporation either within or outside the State of Georgia, at such place or places as they may from time to time determine by resolution or by written consent of all the directors. The Board of Directors may hold their meetings by conference telephone or other similar electronic communications equipment pursuant to which each participant at the meeting can hear the other.

Section 2.5. Regular Meetings. Regular meetings of the Board of Directors may be held without notice at such time and place as shall from time to time be determined by resolution of the Board. The annual meeting of the Board of Directors shall be held on the 1st of February in each year if not a legal holiday, and if a legal holiday then on the next succeeding day not a legal holiday, unless otherwise determined by resolution by the Board of Directors for the purpose of electing directors to succeed those whose terms have expired as of the date of such annual meeting. Notice of every resolution of the Board fixing or changing the time or place for the holding of regular meetings of the Board shall be mailed to each director at least three (3) days prior to the first meeting held pursuant to such resolution. The Board may transact any business that comes before it. Any additional business may be transacted at any regular meeting of the Board.

Section 2.6. Special Meetings. Special meetings of the Board of Directors shall be held whenever called by any director or by the president. The secretary shall give notice of each special meeting of the Board of Directors, which notice shall specify the time and place of the meeting, at least two (2) days prior to the meeting by personal delivery, telephone, facsimile, or e-mail; but such notice may be

waived by any director. Unless otherwise indicated in the notice thereof, any and all business may be transacted at any special meetings. At any meeting at which every director shall be present, even though without notice, any business may be transacted and any director may in writing waive notice of the time, place and objectives of any special meeting.

Section 2.7. Quorum. A majority of the whole number of directors shall constitute a quorum for the transaction of business at all meetings of the Board of Directors, but, if at any meeting less than a quorum shall be present, a majority of those present may adjourn the meeting from time to time, and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by law or by the Articles of Incorporation or by these bylaws. All resolutions adopted and all business transacted- by the Board of Directors shall require the affirmative vote of a majority of the directors present at the meeting.

Section 2.8. Action in Lieu of Meeting. Any action to be taken at a meeting of the directors, or any action that may be taken at a meeting of the directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors and any further requirements of law pertaining to such consents have been complied with. [Note-Section 14-2-821(b) of the Georgia Nonprofit Corporation Code provides that the articles of incorporation or bylaws may permit actions to be taken by less than all, but not less than a majority of the directors.]

Section 2.9. Compensation of Directors. Directors shall not receive any stated salary for their services as such, but each director shall be entitled to receive from the Corporation reimbursement of the expenses incurred by him in attending any regular or special meeting of the Board or of any Committee and such reimbursement and compensation shall be payable whether or not a meeting is adjourned because of the absence of a quorum. Nothing herein contained shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefor.

Section 2.10. Nominating Committee. The Board of Directors shall

elect a Nominating Committee consisting of the President and at least one other director. The Board of Directors shall select the Nominating Committee at the annual meeting of the Board of Directors. The Nominating Committee shall be responsible for preparing a slate of directors for election at the next annual meeting of the Board of Directors.

Section 2.11. Committees. The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more committees, each committee to consist of two or more of the directors of the Corporation, which, to the extent provided in the resolution shall have and may exercise the powers of the Board of Directors. Such committee or committees shall have such names as may be determined from time to time by resolution adopted by the Board of Directors.

Section 2.12. Conflict Disclosure. Each Director and Officer shall have the affirmative duty to disclose to the Foundation any potential conflicts with respect to contracts and other financial transactions. Any contract or transaction, including compensation, between the Corporation and a Director or officer of the Corporation, between the Corporation and any corporation, partnership, association or other organization in which a director or officer thereof is also a Director or officer of the Corporation, or between the Corporation and a disqualified person within the meaning of section 4958 of the Internal Revenue Code of 1986, as amended, which may confer an economic benefit on such Director, officer or disqualified person, shall be void or voidable solely for such reason, or solely because the Director, officer or disqualified person is-present at or participates in the meeting of the Board of Directors which authorizes such contract or transaction, or solely because the Director's, officer's or disqualified person's vote is counted for such purpose unless, prior to the transfer of goods or services pursuant to the contract or transaction:

(1) The material facts as to the Director's, officer's or disqualified person's relationship with or interest in the contract or transaction are disclosed, or are known to the Board of Directors and, in good faith, the Board authorizes the contract or transaction by the affirmative vote of a majority of

the Directors attending a meeting during which such contract or transaction is addressed, and such Directors shall not be related to, or subject to the control of, the officer, director or disqualified person involved in the transaction or contract; and

(2) The Board of Directors obtained and relied upon appropriate data as to comparability of payments or compensation made by similarly situated Corporations for functionally similar services, or fair market value of the consideration, and adequately and contemporaneously documented the basis for its determination; and

(3) The contract or transaction is determined to be fair market value for Corporation at the time it is authorized, approved or ratified by the Board of Directors.

ARTICLE III

OFFICERS

Section 3.1. Election, Tenure and Compensation. The officers of the Corporation shall consist of a President, a Secretary and a Treasurer who shall be elected by the Board of Directors, and such other officers, including a Chairman of the Board, one or more Vice Presidents and one or more assistants to the foregoing officers as may be elected by the Board of Directors or appointed as provided in these bylaws. The officers shall be elected or appointed at the annual meeting of the Board of Directors to serve a term of one (1) year, or such other term as provided by resolution of the Board of Directors or the appointment to office. Each officer shall serve for the term of office for which he is elected or appointed and until his successor has been elected or appointed and has qualified or his earlier resignation, removal from office, or death. Except for the Chairman of the Board, the officers need not be directors. The same person may hold any two or more of the above offices. The compensation or salary paid all officers of the Corporation shall be fixed by resolutions adopted by the Board of Directors.

Except where otherwise expressly provided in a contract duly authorized by the Board of Directors, all officers and agents of the Corporation shall be subject to removal at any time by the affirmative

vote of a majority of the whole Board of Directors, and all officers, agents and employees shall hold office at the discretion of the Board of Directors.

Section 3.2. Powers and Duties of the Chairman of the Board.

The Chairman of the Board shall preside at all meetings of the Board of Directors unless the Board of Directors shall by a majority vote of a quorum thereof elect a chairman other than the Chairman of the Board to preside at meetings of the Board of Directors. He may sign and execute all authorized bonds, contracts or other obligations in the name of the Corporation; and he shall be ex-officio a member of all standing committees.

Section 3.3. Powers and Duties of the President. The President may sign and execute all authorized bonds, contracts or other obligations in the name of the Corporation. He shall have the general powers and duties of supervision and management usually vested in the office of President of a corporation. The President shall be ex-officio a member of all standing committees. He shall do and perform such other duties as may, from time to time, be assigned to him by the Board of Directors.

In the event that the Board of Directors does not take affirmative action to fill the office of Chairman of the Board, the President shall assume and perform all powers and duties given to the Chairman of the Board by these bylaws.

Section 3.4. Powers and Duties of the Vice President. The Board of Directors may appoint a vice President or more than one Vice President. Any Vice President (unless otherwise provided by resolution of the Board of Directors) may sign and execute all authorized bonds, contracts or other obligations in the name of the Corporation. Each Vice President shall have such other powers and shall perform such other duties as may be assigned to him by the Board of Directors or by the President. In case of the absence or disability of the President, the duties of that office shall be performed by any Vice President, and the taking of any action by any such Vice President in place of the President shall be conclusive evidence of the absence or disability of the President.

Section 3.5. Secretary. The Secretary shall give, or cause to be

given, notice of all meetings of directors and all other notices required by law or by these bylaws, and in case of his absence or refusal or neglect to do so, any such notice may be given by any person thereunto directed by the President, or by the directors upon whose written request the meeting is called as provided in these bylaws. The secretary shall record all the proceedings of the meetings of directors in books provided for that purpose, and he shall perform such other duties as may be assigned to him by the directors or the President. He shall have custody of the seal of the Corporation and shall affix the same to all instruments requiring it, when authorized by the Board of Directors or the President, and attest the same. In general, the Secretary shall perform all the duties generally incident to the office of secretary of a corporation subject to the direction and control of the Board of Directors and the President.

Section 3.6. Treasurer. The Treasurer shall have custody of all the funds and securities of the Corporation, and he shall keep full and accurate account of receipts and disbursements in books belonging to the Corporation. He shall deposit all moneys and other valuables in the name and to the credit of the Corporation in such depository or depositories as the Board of Directors may designate.

The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements. He shall render to the President and the Board of Directors, whenever either of them so requests, an account of all his transactions as Treasurer and of the financial condition of the Corporation.

The Treasurer shall give the Corporation a bond, if required by the Board of Directors, in a sum, and with one or more sureties satisfactory to the Board of Directors, for the faithful performance of the duties of his office and for the restoration to the Corporation in case of his death, resignation, retirement or removal from office of all books, papers, vouchers, moneys, and other properties of whatever kind in his possession or under his control belonging to the Corporation.

The Treasurer shall perform all the duties generally incident to the office of the treasurer of a corporation, subject to the direction and

control of the Board of Directors and the President.

Section 3.7. Assistant Secretary. The Board of Directors may appoint an Assistant Secretary or more than one Assistant Secretary. Each Assistant Secretary shall (except as otherwise provided by resolution of the Board of Directors) have power to perform all duties of the Secretary in the absence or disability of the Secretary and shall have such other powers and shall perform such other duties as may be assigned to him by the Board of Directors or the President. In case of the absence or disability of the Secretary, the duties of the office shall be performed by any such Assistant Secretary, and the taking of any action by any such Assistant Secretary, in place of the Secretary, shall be conclusive evidence of the absence or disability of the Secretary.

Section 3.8. Assistant Treasurer. The Board of Directors may appoint an Assistant Treasurer or more than one Assistant Treasurer. Each Assistant Treasurer shall (except as otherwise provided by resolution of the Board of Directors) have power to perform all duties of the Treasurer in the absence or disability of the Treasurer and shall have such other powers and shall perform such other duties as may be assigned to him by the Board of Directors or the President. In case of the absence or disability of the Treasurer, any Assistant Treasurer shall perform the duties of the office, and the taking of any action by any such Assistant Treasurer in place of the Treasurer shall be conclusive evidence of the absence or disability of the Treasurer.

ARTICLE IV

CORPORATE SEAL

Section 4.1. Seal. The seal of the Corporation shall be in such form as the Board of Directors may from time to time determine. In the event it is inconvenient to use such a seal at any time, or in the event the Board of Directors shall not have determined to adopt a corporate seal, the signature of the Corporation followed by the word "Seal" enclosed in parentheses or scroll shall be deemed the seal of the Corporation. The seal shall be in the custody of the Secretary and affixed by him or by his assistants on all appropriate papers.

ARTICLE V

BANK ACCOUNTS AND LOANS

Section 5.1. Bank Accounts. Such officers or agents of the Corporation as from time to time shall be designated by the Board of Directors shall have authority to deposit any funds of the Corporation in such banks or trust companies as shall from time to time be designated by the Board of Directors and such officers or agents as from time to time shall be authorized by the Board of Directors may withdraw any or all of the funds of the Corporation so deposited in any such bank or trust company, upon checks, drafts or other instruments or orders for the payment of money, drawn against the account or in the name or behalf of the Corporation, and made or signed by such officers or agents; and each bank or trust company with which funds of the Corporation are so deposited is authorized to accept, honor, cash and pay, without limit as to amount, all checks, drafts or other instruments or orders for the payment of money, when drawn, made or signed by officers or agents so designated by the Board of Directors, until written notice of the revocation of the authority of such officers or agents by the Board of Directors shall have been received by such bank or trust company. There shall from time to time be certified to the banks or trust companies in which funds of the Corporation are deposited, the signature of the officers or agents of the Corporation so authorized to draw against the same. In the event that the Board of Directors shall fail to designate the persons by whom checks, drafts and other instruments or orders for the payment of money shall be signed, as hereinabove provided in this Section, all of such checks, drafts and other instruments or orders for the payment of money shall be signed by the President or a Vice President and countersigned by the Secretary or Treasurer or an Assistant Secretary or an Assistant Treasurer of the Corporation.

Section 5.2. Loans. Such officers or agents of this Corporation as from time to time shall be designated by the Board of Directors shall have authority to effect loans, advances or other forms of credit at any time or times for the corporation from such banks, trust companies, institutions, corporations, firms, or persons as the Board of Directors shall from time to time designate, and as security for the repayment of such loans, advances, or other forms of credit to assign, transfer,

endorse and deliver, either originally or in addition or substitution, any or all stocks, bonds, rights and interests of any kind in or to stocks or bonds, certificates of such rights or interests, deposits, accounts, documents covering merchandise, bills and accounts receivable and other commercial papers and evidences of debt at any time held by the Corporation; and for such loans, advances or other forms of credit to make, execute and deliver one or more notes, acceptances or written obligations of the Corporation on such terms, and with such provisions as to the security or sale or disposition thereof as such officers or agents shall deem proper; and also to sell to, or discount or rediscount with, such banks, trust companies, institutions, corporations, firms or persons any and all commercial paper, bills receivable, acceptances, and other instruments and evidences of debt at any time held by the Corporation, and to that end to endorse, transfer and deliver the same. There shall from time to time be certified to each bank, trust company, institution, corporation, firm or person so designated the signatures of the officers or agents so authorized, and each such bank, trust company, institution, corporation, firm or person is authorized to rely upon such certification until written notice of the revocation by the Board of Directors of the authority of such officers or agents shall be delivered to such bank, trust company, institution, corporation, firm or person.

ARTICLE VI

MISCELLANEOUS PROVISIONS

Section 6.1. Fiscal Year. The fiscal year of the Corporation shall end on the last day of December of each year.

Section 6.2. Notices. Whenever, under the provisions of these bylaws, notice is required to be given to any director or officer it shall not be construed to require personal notice, but such notice may be given in writing, by mail, by depositing the same in a post office or letter box, in a prepaid envelope, addressed to each director or officer at such address as appears on the books of the Corporation, or in default of any other address, to such director or officer at the general post office in the City of Brunswick, Georgia, and such notice shall be deemed to be given at the time the same shall be thus mailed. Any director or officer may waive any notice required to be given under

these bylaws.

ARTICLE VII

AMENDMENTS

The Board of Directors shall have the power and authority to amend, alter or repeal these bylaws or any provision thereof, and may from time to time adopt additional bylaws.

ARTICLE VIII

INDEMNIFICATION

Each person who is or was a director or officer of the Corporation, and each person who is or was a director or officer of the Corporation who at the request of the Corporation is serving or has served as an officer, director, partner, joint venturer or trustee of another corporation, partnership, joint venture, trust or other enterprise shall be indemnified by the Corporation, and entitled to advancement of expenses of litigation, to the fullest extent permitted under the Georgia Nonprofit Corporation Code against those expenses (including attorneys' fees), judgments, fines and amounts paid in settlement which are allowed to be paid, reimbursed or advanced by the Corporation under the Georgia Nonprofit Corporation Code and which are actually and reasonably incurred in connection with any action, suit or proceedings, pending or threatened, whether civil, criminal, administrative or investigative, in which such person may be involved by reason of his being or having been a director or officer of this Corporation or of such other enterprise. Such indemnification shall be made only in accordance with the Georgia Nonprofit Corporation Code and subject to the conditions thereof.

As a condition to any such right of indemnification, the Corporation may require that it be permitted to participate in the defense of any such action or proceedings through legal counsel designated by the Corporation and at the expense of the Corporation.

The Corporation may purchase and maintain insurance on behalf of

any such persons whether or not the Corporation would have the power to indemnify such officers and directors against any liability under the Georgia Nonprofit Corporation Code. If any expenses or other amounts are paid by way of indemnification other than by court order or by an insurance carrier, the Corporation shall provide notice of such payment to the members in accordance with Section 6.2 of these bylaws.

This 15th day of February, 1995.

NATIONAL HERITAGE FOUNDATION, INC.

By:

Its: Director CEO

Sworn to and subscribed before me,

This__day of 1995.



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6201 Leesburg Pike, Suite 405
Falls Church, VA 22044
Toll Free 1-800-9-TO-GIVE
Fax (703) 820-5100
Website: <http://www.nhf.org>
E-mail: foundations@nhf.org

**Articles of Incorporation
of
National Heritage Foundation, Inc.**

Article I.

Name

The name of the Corporation is "National Heritage Foundation, Inc."

Article II.

Authority

The Corporation is organized pursuant to the provisions of the Georgia Non-Profit Corporation Code (hereinafter called, "The Code").

Article III.

Members

The Corporation will not have members.

Article IV.

Board of Directors

The affairs of the Corporation shall be managed by a Board of Directors. The method of electing the Board of Directors shall be determined by the Bylaws of the Corporations.

Article V.

Definitions, limitations and regulations of corporate powers

The Corporation shall be limited in the powers it may exercise only by the Code.

Article VI.

Mailing Address

The mailing address of the initial principal office of the Corporation shall be: Post Office Box 335, Sea Island, Georgia 31561

Article VII.

Registered Office and Registered Agent

The initial registered office of the Corporation is:

777 Gloucester Street
First Federal Plaza, Suite 200
Brunswick, Georgia 31520

and the initial registered agent of the Corporation is Charles G. Spalding, Esquire.

Article VIII.

Incorporator

The name and address of the incorporator is:

John Talbott Houk, Jr.

137 Cherokee Road

Sea Island, Georgia 31561

Article IX.

Liability

Personal liability of all directors of the Corporation to the Corporation for monetary damages for breach of duty, of care, or other duty as a director is hereby eliminated to the extent allowed by Section 14 - 3 - 202 (b) (4) (CGA PP 22 - 2202) of the Georgia Nonprofit Corporation Code or any successor statute.

Article X.

Other Provisions

1. Provision limiting corporate powers.

The Corporation is not organized and shall not be operated for pecuniary gain or profit. No part of the property of the Corporation and no part of its net earnings shall inure to the benefit of or be distributable to any director, member, or any other private individual. The Corporation shall never be authorized to engage in a regular business of one kind ordinarily carried on for profit, or in any other activity except in furtherance of the purposes stated below for which the corporation is organized.

No substantial part of the activities of the Corporation shall consist of attempting to influence legislation, by propaganda or otherwise. The Corporation shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

2. Provision for distribution of the corporate assets upon dissolution.

In the event of the dissolution of the Corporation, to the extent allowed under applicable law, after all lawful debts and liabilities of the corporation have been paid, all the assets of the Corporation shall be distributed to, or its assets shall be sold and the proceeds distributed to, another organization organized and operating for the same purposes for which the Corporation is organized and operating, or to one or more

corporations, funds or foundations organized and operating exclusively for religious, charitable, scientific, literary or educational purposes, which shall be selected by the Board of Directors of the Corporation, provided however that any such recipient organization or organizations shall at that time qualify as exempt from taxation under the provisions of Section 501(a) of the Internal Revenue Code of 1986, as an organization described in Section 501(c)(3) of the Internal Revenue code of 1986, or the corresponding provisions of any subsequent law. In the event that upon the dissolution of the Corporation, the Board of Directors of the Corporation shall fail to act in the manner herein provided within a reasonable time, a court of competent jurisdic-

tion in the county in which the principal office of the Corporation is located shall make such distribution as herein provided upon the application of one or more persons having a real interest in the Corporation or its assets.

3. Provision of the Initial Board of Directors.

The initial Board of Directors shall consist of:

John T. Houk, III
Steven M. Blackwood
Julie L. Houk

4. Purposes.

The objects and purposes of the Corporation are to undertake activities that in the judgment of its Directors tend to restore, maintain and extend the national heritage of the United States of America, and in addition, the various national heritages of other nations of the world, and to serve persons who are severely disabled and/or blind. The Corporation may acquire and administer funds and property, which, after the payment of necessary expenses, shall be devoted

exclusively to religious, charitable, scientific, literary or educational purposes.

5. Delegation of Investment duties to a fiscal agent.

The Corporation shall have the power to appoint a fiscal agent which may be a bank or a trust company, and may delegate to such agent the care and records, and may pay said agent such compensation as may be agreed upon by the Board of Directors.

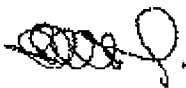
In Witness Whereof, the Undersigned executes these Articles of Incorporation this the 13th day of November 1993.

_____/signed/_____

John Talbott Houk, Incorporator

23rd

November



Powered by LivePerson™

A Day on the Green Event Budget

Event Needs	Cost
Artists	
Stipend Local Artist	\$ 1,100
Staff	
2 Dedicated Staff 40 Volunteers	\$ 2,000
Food	
Cups, Drinks, Sack Lunch	\$ 2,000
Marketing and Promotions	
Posters and Radio Advertisements	\$ 3,700
5 People Promoting Stipend	\$ 1,500
Total	\$ 11,300
In Kind	
Permits	\$ 500
Police	\$ 1,000
Park	\$ 200
Exhibition Booths	\$ 600
Stage	\$ 1,000
Sound Rental	\$ 1,000
Musical Equipment Rental	\$ 800
Total	\$ 5,100
Grand Total	\$ 16,400



Board of Directors:

Tyrone Davis
Founder and Chairman

Mickey Brown

MC Hammer

Lili Brown

Cheryl 'Salt' James

Christopher 'Play' Martin

Melanie Few

John Flabetich

Angel Burgess

URBAN HOPE INTERNATIONAL BOARD OF DIRECTORS CONTACTS:

Tyrone Davis
6713 SW Bonita RD. Suite 270
Tigard, OR 97224
(503) 620-0775

Professional Singer, Producer, CEO of Urban Hope International

MC Hammer
Erb Way
Tracy, CA
(510) 209-6875
Entertainer, Producer

Christopher "Play" Martin
Entertainer, Film Director
(205) 989-8472

Mickey & Lily Brown
11880 SW King James Place
King City, OR 97224
(503) 590-3737
Business Owners

Cheryl "Salt" James
33 Mary Court
Melville, NY 11747
(631) 351-0272
Entertainer

John Flabetich
6713 SW Bonita RD. Suite 270
Tigard, OR 97224
(503) 620-0775

Urban Hope Office

6713 SW Bonita
Suite 270
Tigard, OR 97224
1.866.712.HOPE (4673)
Field Office
503.620.0075
Main Office
503.620.3501
Fax



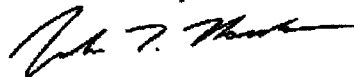
This is to certify that on Friday May 4, 2001

Common Unity Foundation

Founded by Tyrone Davis, has been accepted as a part of the National Heritage Foundation. As a Foundation at NHF, Common Unity Foundation is a nonprofit 501(c)(3), 509(a)(1) under the National Heritage Foundation, and shares its federal tax status (Tax Identification Number 58-2085326).

Our motto, "For every hurt there is a helper," is certainly embodied by Common Unity Foundation. We applaud your charitable scope of work, namely: To provide full time intercity ministry for youth and music ministry on a global basis. This is certainly an example of what foundations at National Heritage Foundation are trying to do: restore, maintain and extend our national heritage of people helping others.

Signature



John T. Houk III, President
National Heritage Foundation



Tyrone Davis
6713 SW Bonita Suite 270
Tigard, OR 97224
503.620.0775

Industry History

1989-1996

San Jose Community Choir, founder and producer

Sixty-five of the Bay Area's finest vocalists. Recorded hit singles, "Goin Up Yonder", and "He Keeps Doing Great Things", which landed in the Top 10 on the billboard charts. Have toured and performed with MC Hammer, Patti LaBelle, Walter Hawkins, Bobby Jones, Nancy Wilson and many more. Also sponsored many community outreach programs.

1993-96

Dove Flight Productions, co-owner

Full service management, marketing, and Promotions Company. We provided alternative entertainment and events throughout California. DFP provided the industry with a cutting edge approach to marketing and promotions, thus creating City Flight Newsmagazine, which we used as a marketing tool. Past clients: Gospo Centric Records, Bill Graham Presents, Bobby Jones, B.E.T. and Michael Mathews.

1993-Current

MC Hammer Enterprises

Worked with Hammer as producer and management coordination. Handled all booking, road trips and in-store appearances, also as a producer and writer on his past two album releases. I gained experience in every facet of the industry, including television, which I currently serve as the Co-Producer and Musical Host of Hammer and Friends television program.

1994-96

KSCU, Santa Clara University, Program Director

Responsible for hiring and grooming DJ's with station policy. Supervised five shows throughout the week. Built relationships with all record companies, which resulted in full service for product. Set up co-op opportunities with record stores for give-a-ways and autograph signings. Used industry influence and brought celebrity endorsement.

1996-Current

Common Unity, founder and producer

Nationally Acclaimed Group. Toured all over the world with Hammer. Performed on VH-1 Special, NBC, Stellar Awards, B.E.T. and many more. Have shared stage with MC Hammer, Kirk Franklin, Will Smith, Commissioned, Yolanda Adams, Fred Hammond and Ron Kenoly.

2000-Current

MC Hammer and Friends, co-producer and musical host

#1 most viewed show on TBN (Trinity Broadcast Network) for the past two years. Currently filming a whole new season for this highly popular variety television program. Co-organized the India Relief Concert in San Jose, California with Pastor Dick Bernal, MC Hammer and the InDus Entrepreneurs. The event raised close to 3 million dollars to help rebuild the lives in India devastated by a massive earthquake. Former President Bill Clinton was their guest speaker.

2002-Current

Urban Hope International, founder and CEO

Urban Hope International's greatest achievements over the past 6 months have been acquiring a one-year lease on a 20,000 sq. foot office and warehouse center for \$12 in partnership with a corporate sponsor, Logic General; The alignment with nationally and internationally known professional musical artists, entertainers, senators and successful business owners such as MC Hammer, Sheryl "Salt" James, Senator Margaret Carter, Tigard High School, Major General Boyken and Portland Parts and Recreation; the development of several participants in the Urban Entrepreneurs program such as Double Check Cleaning Company, Urban Logistics International; and finally, the acquisition of A Child's Kingdom Daycare in Beaverton Oregon.

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-639-4171

FY 2003-04
COMMUNITY EVENTS FUNDING REQUEST

Event Name: Free Health Screenings (Twice a year)
Address: various Tigard Business Locations
City, State, Zip: Tigard, OR
Contact Name: Suzanne Gannon
Telephone Number: 503-603-1811

1. **Request (express in whole dollar amounts only)**

Cash \$1000.00

In-Kind Services (use of City property, City staff support,
etc. Please explain the services requested on a separate sheet) \$

Total Request \$1000.00

2. **Purpose of Funding Request:**

To provide free health screenings twice a year for the community of Tigard, OR. These free health screenings will test for Diabetes, Blood Pressure, Visual Acuity, Hearing, & Glaucoma.

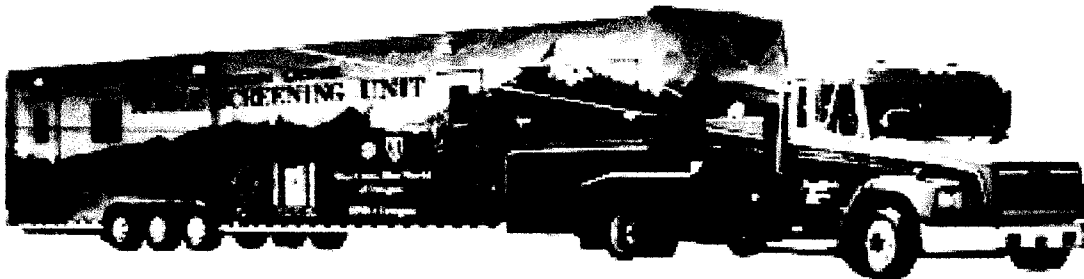
3. **Please submit the following information with this request:**

- a. Detailed budget, including FY 2001-02 actual expenditures, FY 2002-03 Adopted Budget, and FY 2003-04 Proposed Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions. **
- b. Audit report or financial statements for the last fiscal year.**
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

** Lack of adequate financial information could result in denial of request.

Free Health Care Screening



FREE Preventative Health Screening!!!

Available on 04-05-03, from 8 AM to 4 PM,
at the Tigard Fred Meyer parking lot, 11565 SW Pacific Hwy. Tigard, Oregon.

The **Tigard 2000 Lions Club** and the Oregon Lions Sight & Hearing Foundation are offering **FREE** preventative health screenings here in your local community. We will be offering visual acuity, hearing, blood pressure, glaucoma and diabetes screenings to adults and minors (with written parental permission).

The Mobile Health Screening Unit is offering these screenings as part of the humanitarian services sponsored by the local Lions Clubs of Oregon, in support of community wellness and preventative health care.

All of these screenings can provide early detection of health problems that are likely to lead to serious problems if not detected and treated early. All five screenings can usually be provided in less than 20 minutes. The **Diabetes screening requires that you DO NOT EAT OR DRINK ANYTHING except water or black coffee for at least 3 hours prior to the test.**

General Press Release

For Immediate Release

Contacts: Suzanne Grennon: Tigard 2000 Lions Club, Sight and Hearing Chairman, (503) 603-1811

Brenda Anderson: MSU & Programs Coordinator, Oregon Lions Sight and Hearing Foundation, (503) 827-6952, ext. 23

Tigard, Ore – The Tigard 2000 Lions Club is working with the Oregon Lions Sight and Hearing Foundation (OLSHF), to combat preventative blindness & deafness in the community through free health screenings. On **04-05-03**, from **8 AM to 4 PM**, the Oregon Lions Mobile Screening Unit (MSU) will provide free health screenings for visual acuity, hearing, blood pressure, diabetes and glaucoma, at the **Tigard Fred Meyer parking lot, 11565 SW Pacific Hwy. Tigard, Oregon.**

The Tigard 2000 Lions Club, Tigard Fred Meyers, Bear Printing, Oregon Lions Mobile Screening Unit Program, and Regence Blue Cross Blue Shield of Oregon make these free health screenings possible.

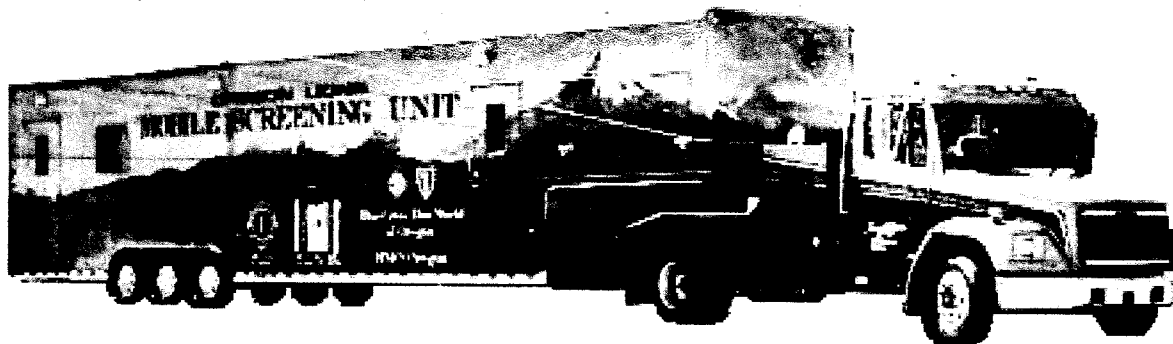
The MSU Program, run by the OLSHF, has been providing free health screenings to Oregon communities since 1994. Each year, the MSU Program provides free Public Health Screenings in visual acuity, hearing, diabetes, glaucoma, & blood pressure to roughly 6,000 adults statewide and free School Screenings in visual acuity & hearing to roughly 14,000 children statewide.

The Mobile Health Screening Unit provides free preventative health screenings for all adults, and to children (under 18) with written parental permission. A three-hour fast (no food or drink other than black coffee or water) is required for the diabetes screening.

Local health care providers from **Eye Health Northwest** have volunteered to provide glaucoma screenings for this event.

The visit of the Oregon Lions Mobile Health Screening Unit is a community service project of the **Tigard 2000 Lions Club**. Vision and hearing have long been projects of the Lions Clubs, following a challenge issued to them at a national meeting in 1925 by Helen Keller to become the "knights of the blind." Ms. Keller, famous author and speaker, was blind and deaf.

The Mobile Screening Unit Program is a joint project of the 250 Lion and Lioness and Auxiliary Clubs in Oregon and the Oregon Lions Sight & Hearing Foundation, a non-profit organization formed by the Lions and dedicated to serve Lions Clubs by supporting their efforts in humanitarian assistance, including but not limited to sight, hearing, diabetes awareness and positive youth development. The MSU Program has received extensive support from Regence BlueCross BlueShield, Freightliner, Anderson Brothers Trucking, Truck Wholesale Company, Spirit Mountain Casino, and many others.



Since August 1994 the Oregon Lions Mobile Screening Unit One has visited over 500 cities and delivered free health screenings to over 117,000 students, seniors, and other Oregonians. For the last three years the MSU I has been joined by the Mobile Screening Unit Two. Both the MSU I and the MSU II have traveled throughout the state and given us the chance to discover thousands of potential health problems while screening for: visual acuity, hearing, diabetes, glaucoma, and high blood pressure. The free health screenings that the Lions Clubs provide for the state's schools and for the public has had a monumental impact in Oregon and Dorris, CA.

MSU I and MSU II are approximately the same size; both provide the same screenings for public or school events and have very similar layouts inside each truck. The MSU I owes much of its success to the generous support from Regence Blue Cross Blue Shield of Oregon and Freightliner Corporation. These two companies have supported the MSU I since it's inception in 1994. The MSU II does not yet have a corporate sponsor but with the newly painted exterior and with several strong financial supporters like Spirit Mountain Casino, the MSU II is a wonderful and reliable addition to the program. However, neither unit could operate at all without their strongest supporters – The MD-36 Lions Clubs and the Oregon Lions Sight and Hearing Foundation! Thank you to all of you who plan, promote, and volunteer for the mobile screening units! You made 2001 the most successful year yet and 2002 is looking even better. We look forward to serving your community soon!



TIGARD 2000

LIONS CLUB

P. O. BOX 23381
TIGARD, OREGON 97281

**Financial Report
Community Service Account
2001-2002**

ck-2000

Income:

Carry-over, 2000-2000	3086.78	
Balloon Festival	2167.36	
Christmas Wreaths	518.50	
Entertainment Books	1120.00	
Grants, PGE	500.00	
Mints	1336.36	
Miscellaneous		
Donation	50.00	
Admin. Acct. loan repay	<u>500.00</u>	
TOTAL		\$9279.00

Expenses:

Balloon Festival		
Start-up cash	450.00	
Food/Misc.	717.65	
Christmas Wreaths	297.97	
Entertainment Books	1094.00	
Mints	638.48	
Contributions:		
Gales Cr. Camp	100.00	
Habitat for Humanity	100.00	
Flags for 1 st Graders	460.00	
Holiday gifts/food	196.97	
CASA	150.00	
MD 36 Youth Exchange	100.00	
Peace Poster	100.00	
Canine Services		
Canine Companions	100.00	
Guide Dogs	100.00	
LCIF	150.00	
Lions Eyebank of OR	100.00	
OLSHF	100.00	
Tigard Good Neighbor House	100.00	
Eyeglasses	<u>90.00</u>	
TOTAL		\$5145.07
 Carry-over to 2002-2003		 \$4133.93

Prepared 02/05/03 bmw



TIGARD 2000

LIONS CLUB

P. O. BOX 23381
TIGARD, OREGON 97281

**Financial Report
Community Service Account
2002-February 4, 2003**

C.R. Wood

Income:

Carry-over, 2001-2002	4133.93	
Balloon Festival	-	
Christmas Wreaths	884.50	
Entertainment Books	1290.00	
Mints	835.63	
Miscellaneous		
Dimes for Diabetes	73.13	
Donations	<u>130.00</u>	
TOTAL		\$7347.19

Expenses:

Balloon Festival, certificate	8.49	
Christmas Wreaths	482.80	
Entertainment Books	1008.00	
Mints	704.80	
Miscellaneous	50.94	
Contributions:		
Flags for 1 st Graders	385.31	
Holiday gifts/food	256.70	
Peace Poster	96.75	
Canine Services		
Canine Companions	100.00	
Dogs for Deaf	50.00	
Eyeglasses	90.00	
OLSHF	<u>50.00</u>	
TOTAL		\$3283.79



TIGARD 2000

LIONS CLUB

P. O. BOX 23381
TIGARD, OREGON 97281

**Proposed Budget
Community Service Account
2003-2004**

Income:

Carry-over, 2002-2003	3500.00
Balloon Festival	2500.00
Sales:	
Christmas Wreaths	1000.00
Entertainment Books	1700.00
Mints	<u>150.00</u>

TOTAL

CKwood
\$8850.00

Expenses:

Balloon Festival	
Start-up cash	300.00
Food/misc.	1000.00
Christmas Wreaths	500.00
Entertainment Books (45)	1350.00
Mints	900.00
Miscellaneous	200.00
Contributions:	
CASA	100.00
Flags for 1 st Graders	400.00
Canine Services	300.00
Gales Creek Camp	150.00
Good Neighbor House	150.00
Holiday gifts/food	300.00
MD 36 Youth Exchange	100.00
Peace Poster	100.00
Eyeglasses/Hearing Aids	200.00
LCIF	200.00
OLSHF	200.00
LEBO (Lions Eyebank of OR)	200.00
MSU (Mobile Screening Unit)	<u>100.00</u>

TOTAL

\$6750.00

Carry-over to 2004-2005

\$2100.00

Prepared 02/26/03 bmw

Our only revenue sources are donations from community businesses, donations from Tigard 2000 Lions Club members, and fundraisers.

All of our positions in the Tigard 2000 Lions Club are volunteer only. There are no paid positions.

Suzanne Grennon
Tigard 2000 Lions Club
2nd VP Sight and Hearing



Clyde R. Wood, Past Council Chairman
Lions Clubs Int'l, Multiple District 36
7420 SE Carlton
Portland, OR 97206

February 11, 2003

Sharon Rollins, President
Tigard 2000 Lions Club
PO Box 23381
Tigard, OR 97224

Dear Sharon,

At your request, I have audited your Community Service Account for the July 1, 2001 – June 30, 2002 fiscal year and July 1, 2002 – February 4, 2003 period. I have verified that the financial reports accurately reflect the entries in your check register for that period and agree with the bank statements from Bank of the West, where your account is established.

I have initialed the financial reports I verified and they are enclosed.

If I can be of further assistance, please, don't hesitate to ask.

Sincerely,

Clyde Wood
Past Council Chairman, MD 36

Cc: Brenda Wilkinson, Council Chairman, MD 36
Enc:



EXECUTIVE OFFICERS
FISCAL YEAR 2000-2001

INTERNATIONAL PRESIDENT
DR. JEAN BOUTIN
20 Avenue D'Alger, Doherty
75319 Paris-Adresse, France

REGIONAL PRESIDENT
JAMES E. "JIM" BROWN
154 Lovers Lane Road
Mableton, Georgia 30158, USA

PAST PRESIDENT
J. PHILIP HENRIE II
P.O. Box 408
Denville, Alabama 35522-0408, USA

REGIONAL VICE PRESIDENT
GUY E. PETERSON
P.O. Box 22097
Sacramento, California 95822, USA

DEPUTIES

RELATION DISTRICTS
Aronson, Pauline
PETER S. BARELLA
Riverside, Illinois 60546, USA

C. DENNIS DE LA BARRA
Hartington, Iowa, USA

MASSIMO FERRI
Siena, Italy

GOVERNING COUNCIL
Pulavsky, Hershman, James

MARCEL BRUNO
Florence, Uruguay

STANLEY "TIM" BRIDGES
Springfield, New Jersey, USA

DR. THOMAS KIDG
Columbia, Mississippi, USA

ROBERT ELIAS
Stony Point, New York, USA

WAYNE A. MANNING
Auburn, Indiana, USA

DR. NORMAN LANE
Meyers, Ohio

PHIL DIXON
South Woodham Common, Essex, England

SCOTT A. REYNOLDS
Joplin, Missouri, USA

DR. JAMES "JIM" THOMAS
Hemel, Kent, England

JIM BAKER THOMAS
Olathe, Kansas, USA

DAVID T. TURNER
Harris, Maryland, USA

S. J. "BOB" WALSH
Orlando, Florida, Canada

ALFRED ANDERSON ANDERSON
Columbus, Ohio, USA

VITO ANDERSON ANDERSON
Burlington, Ontario, Canada

WILLIAM ALLEN ANDERSON
Burlington, Ontario, Canada

DAVID "BOB" BAI
Hills, Pennsylvania, USA

PHILIP BROWN
Oxford, England

DR. LARRY "BOB" BROWN
Miami, Colorado, USA

WALTER HALL
Annapolis, Maryland, USA

FRANK LAMPT
Canada, USA

ARTHUR "ART" LAMPT
Gloucester, Virginia, USA

ED LAMPT
Valley Center, Kansas, USA

LARRY JIM PALMER
Beverly Hills, Australia

LARRY E. SCHUBERT
Fairfax, Virginia, USA

DR. L. SCHUBERT
Yonkers, New York, USA

DR. L. SCHUBERT
Joplin, Missouri, Republic of Korea

DAVID LUGG ANDERSON
P.O. Box 408, Denville

DR. ANDREW ANDERSON
Denville, Georgia

ADMINISTRATIVE OFFICERS

WILLIAM HAMILTON
Executive Administrator

CLAUDIA WILKINSON
Treasurer

GARY LA PETRA
General Counsel and Secretary

FOR (800) 571-6000

TTY (800) 571-6000 (for deaf)

http://www.lionsclubs.org

The International Association of Lions Clubs

(Lions Clubs International)

300 W 22nd Street, Oak Brook, Illinois 60523-8842, USA (630) 571-5466

KAREN J. DOLINICK
Staff Attorney

August 2, 2000

Lion Brenda Wilkinson
District Governor, 36-0
Oregon

Dear District Governor Wilkinson:

In response to your recent request regarding the association's exemption, enclosed is a copy of the original group exemption letter dated December 4, 1940, which exempts Lions Clubs International and all Lions clubs from federal income tax.

The association and its clubs/districts are exempt from federal income tax under Internal Revenue Code Section 501(c)4 which is evident from the enclosed 1972 supplemental letter. For your information, the Group Exemption Number is 0239. The association reports District 36-0 to the Internal Revenue Service under this group exemption by its Federal Employer's Identification Number 23-7048601. Organizations which meet the tax definition of "charitable" are exempted under Section 501(c)3. At present we are unable, under our corporate purposes, to gain exemption under this Section.

Please be advised that District 36-0 is in good standing with The International Association of Lions Clubs.

If I may be of further assistance, please do not hesitate to contact me.

Very truly yours,

Karen J. Dolinick
Staff Attorney

Enclosures

KJD:kw

Internal Revenue Service
Washington, DC 20224

Date:

AUG 24 1972

In reply refer to:

Form M-3444

TMS:EO:R



RECEIVED

ROY SCHAEZEL

AUG 24 1972

General Counsel
LIONS INTERNATIONAL

Gentlemen:

The International Association of
 Lions Clubs
 c/o Roy Schaezel
 York and Cermak Roads
 Oak Brook, Illinois 60521
 EIN 36-1263962 DO 36

Date of original group exemption letter: December 4, 1960
 I.R. Code: Section 501(c)(4)

Based on the information supplied, we rule that the new subordinates you recently submitted for addition to your group exemption roster are exempt from Federal income tax under the section of the Internal Revenue Code shown above. This ruling supplements your original group exemption letter.

Each subordinate is required to file Form 990, Return of Organization Exempt From Income Tax, if its annual gross receipts are normally more than \$5,000. If filing is required, and if you do not include the subordinates in a group return, each must file the Form 990 by the 15th day of the fifth month after the end of its annual accounting period.

The new subordinates are not required to file a Form 1120 income tax return. However, if they are subject to tax on unrelated business income under section 511 of the Code, they must file Form 990-T.

The new subordinates are liable for social security taxes under the Federal Insurance Contributions Act and, if they employ four or more individuals, for the tax under the Federal Unemployment Tax Act.

Next year, within 45 days after your annual accounting period closes, please send us two copies of the following information about your subordinates:

1. A statement describing all changes during the year in the purposes, character, or method of operation of your subordinates.

2. A list showing the name, employer identification number (if the subordinate is required to file Form 990), and mailing address, including ZIP Code, of each subordinate on your group exemption roster that during the year:

- a. changed its name or address;
- b. was deleted from the roster; or
- c. was added to the roster.

A directory of subordinates may be substituted for this list if it includes the required information and identifies the affected subordinates according to the three categories above.

3. For subordinates added to the roster, a letter signed by one of your principal officers containing or attaching:

- a. a statement that the information upon which your present group exemption letter is based applies to the new subordinates;
- b. a statement that each has given you written authorization to add its name to the roster; and
- c. a list of those to which the Service previously issued separate rulings or determination letters relating to exemption.


4. If applicable, a statement that your group exemption roster did not change during the year.

Please be sure to enter your employer identification number on all your tax returns and in your correspondence with the Internal Revenue Service.

Thank you for your cooperation.

Sincerely yours,

Noting


Chief, Rulings Section
Exempt Organizations Branch



TREASURY DEPARTMENT

WASHINGTON

OFFICE OF
COMMISSIONER OF INTERNAL REVENUEADDRESS ONLY TO
COMMISSIONER OF INTERNAL REVENUE
AND REPLY TOIT:P:Tel
LLA

DEC 4 1940

RECEIVED
LIONS INTERNATIONAL
DEC - 6 1940

ANS

International Association of Lions Clubs,
332 South Michigan Avenue,
Chicago, Illinois.

Sirs:

Reference is made to evidence submitted for use in determining your status and the status of your districts and subordinate clubs for Federal income and employment tax purposes.

The records of the Bureau disclose that under date of December 20, 1926, you were held exempt from Federal income tax under the provisions of section 231(9) of the Revenue Act of 1926 and the corresponding provisions of prior revenue acts.

It is the opinion of this office, based upon the evidence presented, that you and your districts and subordinate clubs appearing in four revised copies of the "Annual Directory Lions International", of August, 1940, are exempt from Federal income tax under the provisions of section 101(9) of the Internal Revenue Code and the corresponding provisions of prior revenue acts.

Accordingly, you and your districts and subordinate clubs appearing in the "Annual Directory Lions International" will not be required to file returns of income unless there is a change in the character, purposes, or method of operation of your organization or of your districts and subordinate clubs. Any such changes should be immediately reported by you to this Bureau in order that the effect of the changes upon your present exempt status may be determined.

You should furnish the Bureau annually on the calendar-year basis lists in quadruplicate, showing only the names and addresses of any districts and subordinate clubs which were chartered during the calendar year and the names and addresses of any districts and clubs which for any reason ceased to exist. Such annual lists should be accompanied by a statement sworn to by one of your principal officers as to whether or not the information heretofore submitted by you, and on which this ruling is based, is applicable in all respects to the new districts and clubs appearing on the lists, and should be forwarded so as to reach this office not later than February 15 of the following year.

International Association of Lions Clubs.

Since any organization which is exempt from Federal income tax under the provisions of section 101 of the Internal Revenue Code, also is exempt from the capital stock tax pursuant to the express provisions of section 1201(a)(1) of the Internal Revenue Code, you and your district and subordinate clubs will not be required to file capital stock tax returns for future years so long as the exemption from income tax is effective.

The determination of your status and that of your districts and subordinate clubs for Federal employment tax purposes will be made the subject of a separate communication.

A copy of this ruling is being transmitted to the collectors of internal revenue for the various districts in which your districts and subordinate clubs are located.

By direction of the Commissioner.

Respectfully,


Deputy Commissioner.

TIGARD 2000 LIONS CLUB

Baker, Ron and Nora	14697 SW Woodhue Street Tigard, OR 97224	(503) 524-4877	ronbak@aol.com
Biggerstaff, Janice	16588 SW Matador Lane Tigard, OR 97224	(503) 624-0919	janice@thewindwalker.com
Bredeson, Teddy June	11797 SW Boones Bend Drive Beaverton, OR 97008	(503) 590-3875 (503) 598-8061 x-113 work	tbredeson@bluebirdtransfer.com
Crampton, Karla	11255 SW Meadowbrook Dr., #4 Tigard, OR 97224	(503) 639-6561	
Davis, Ken and Frieda	14986 SW Scarlett Drive Tigard, OR 97224	(503) 590-6847	kenfritz@msn.com
Garcia, Nasario and Vicki	9055 SW Borders Street Portland, OR 97223	(503) 246-0858	vickgarcia@aol.com
Grennon, Suzanne	10920 SW Canterbury Lane, #19 Tigard, OR 97224	(503) 603-1811	suzie-qsunshine@juno.com
McCain, Roger	7334 SE 18 th Avenue Portland, OR 97202	(503) 235-0697 (503) 890-4412 cell (503) 203-1373 work	rmccain@qwest.net rmccain@portraitusa.com
McCart, Delores	20937 SW 103 rd Drive Tualatin, OR 97062	(503) 691-1608	
Milliman, Walt	9725 SW Ventura Court Tigard, OR 97223	(503) 244-3881	
Mueller, Vera	12988 SW Walnut Street Tigard, OR 97223	(503) 590-0620	
Potampa, Lee	10945 SW Highland Drive Tigard, OR 97224	(503) 684-2069	leepotampa@mymailstation.com

Reed, Sandy	5403 SW Vacuna Street Portland, OR 97219	(503) 293-3297	SREED@AOL.com
Rollins, Dale and Sharon	13205 SW Genesis Loop Tigard, OR 97223	(503) 603-0172	sgrollins@aol.com
Schlueter, Jim and Pat	15505 SW 109 th Avenue Tigard, OR 97224	(503) 620-8684	pat4jpl@aol.com
Smith, Dale	11320 SW Ambiance Place Tigard, OR 97223	(503) 639-8403 (503) 639-1131 work	
Thomas, Eric	3201 NE 223 rd , Space 32 Fairview, OR 97024	(503) 281-1800 work	beej@teleport.com
Vaughn, Mary	11096 SW 130 th Avenue Tigard, OR 97223	(503) 579-7984 (503) 626-6497 work	mary@canyonprinting.com
Wilkinson, Bud and Brenda	16653 Jordan Way Tigard, OR 97224	(503) 598-3955	bjaw1000@aol.com mrspdg36o@aol.com

Associate Member

George, Dave	13132 SW Ascension Drive Tigard, OR 97223	(503) 579-5108
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TIGARD 2000 LIONS CLUB
BOARD OF DIRECTORS
2002-2003

PRESIDENT

Sharon Rollins
Teacher

1ST VICE PRESIDENT (Community Service)

Ron Baker
Retired from Consolidated freightways

2nd VICE PRESIDENT (Sight and Hearing)

Suzanne Grennon
Bookkeeper

SECRETARY

Dale Rollins
Information Systems Designer

TREASURER

Vicki Garcia
financial Manager

TAIL TWISTER

Nasario Garcia
Master Mechanic

LION TAMER

Ken Davis
Retired from PGE

MEMBERSHIP

Jim Schlueter
Retired from Consolidated freightways

PUBLIC RELATIONS

Teddy-June Bredeson
Office Manager

1 YEAR DIRECTOR

Roger McCain
Advertising/Journalism

1 YEAR DIRECTOR

Lee Potampa
Retired RN

2 YEAR DIRECTOR

Frieda Davis
Retired

2 YEAR DIRECTOR

Vera Mueller
Retired

TIGARD FESTIVAL OF
BALLOONS

NO APPLICATION SUBMITTED

PROCLAMATION

Vision and Hearing Day

WHEREAS, affordable health care is a continuing challenge to the citizens of Oregon and especially the residents of Tigard, Oregon; and

WHEREAS, early detection of health problems results in quicker treatment, a higher cure rate, less time away from work, prevention of some diseases; and

WHEREAS, undiagnosed cases of glaucoma, diabetes, hearing loss, and high blood pressure are prevalent in Oregon today; and

WHEREAS, the Tigard 2000 Lions Club, Regence BlueCross BlueShield of Oregon and the Oregon Lions Sight & Hearing Foundation are actively concerned with the well-being of local residents; and

WHEREAS, the Tigard 2000 Lions Club, Regence BlueCross BlueShield of Oregon and the Oregon Lions Sight & Hearing Foundation will sponsor a visit of the Oregon Lions Mobile Health Screening Unit on April 5, 2003 from 8 a.m. to 4 p.m., to be located at the Tigard Fred Meyer parking lot, 11565 SW Pacific Hwy. Tigard, Oregon; and

WHEREAS, the Tigard 2000 Lions Club, Regence BlueCross BlueShield of Oregon and the Oregon Lions Sight & Hearing Foundation are offering the screenings free to all local residents (including children with written parental permission) as a public service;

NOW THEREFORE BE IT RESOLVED THAT I, James E. Griffith, Mayor of Tigard, on behalf of the entire City Council, do hereby proclaim:

Saturday, April 5, 2003 as

Vision and Hearing Day

in Tigard and urge all citizens to take full advantage of the opportunity to protect their vision, hearing, and general health through this free preventive health screening.

Dated this _____ day of _____ 2003.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tigard to be affixed.

James E. Griffith, Mayor
City of Tigard

Attest:

City Recorder

PROCLAMATION

National Wildlife Refuge Centennial Commemoration

WHEREAS, National Wildlife Refuge Centennial Commemoration is hereby proclaimed in Tigard from the 14th through 15th of March 2003. This period is a time for the citizens of Tigard to join thousands of others across the country in learning about and celebrating the magnificent network of lands known as the National Wildlife Refuge System which we, as United States citizens, have set aside for wildlife; and

WHEREAS, National Wildlife Refuge Centennial Commemoration recognizes almost a century of conservation in the United States. President Theodore Roosevelt established the first National Wildlife Refuge – Pelican Island in Florida – in 1903 to protect herons, egrets, and other colonial water birds. During his presidency, Mr. Roosevelt created 55 additional refuges; and

WHEREAS, Today the National Wildlife Refuge System encompasses more than 530 national wildlife refuges and thousands of waterfowl production areas across the United States, including one or more in every state and U.S. territory. Covering more than 93 million acres of land, the National Wildlife Refuge System is the only public land system in the world dedicated to wildlife and conserving wildlife habitat. National wildlife refuges encompass every kind of ecosystem in the U.S. including temperate, tropical, and boreal forests, wetlands, deserts, grasslands, and remote islands and support hundreds of endangered and threatened wildlife species; and

WHEREAS, Most national wildlife refuges are open to the public so that all can enjoy hunting, fishing, wildlife photography and observation, and environmental education and interpretation, while learning about our natural heritage; and

WHEREAS, the Tualatin River National Wildlife Refuge, one of the newest in Oregon, is under development within our metropolitan community.

NOW THEREFORE BE IT RESOLVED THAT I, James E. Griffith, Mayor of Tigard, on behalf of the entire City Council, do hereby proclaim:

March 14 and 15, 2003 in Tigard as

National Wildlife Refuge Centennial Commemoration

Dated this _____ day of _____ 2003.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tigard to be affixed.

James E. Griffith, Mayor
City of Tigard

Attest:

City Recorder

COUNCIL MINUTES
TIGARD CITY COUNCIL MEETING
February 18, 2003

1. WORKSHOP MEETING

- 1.1 Mayor Griffith called the meeting to order at 6:36 p.m.
- 1.2 Roll Call: Mayor Griffith and Councilors Dirksen, Moore, Sherwood, and Wilson were present.
- 1.3 Pledge of Allegiance
- 1.4 Council Communications & Liaison Reports: Two items were noted for discussion under Agenda Item No. 6, Council Liaison Reports:
 - Councilor Wilson to report on a recent Westside Economic Alliance meeting
 - Mayor Griffith to review the request by Tualatin Riverkeepers that Tigard representatives attend a March 10 meeting.
- 1.5 Call to Council and Staff for Non Agenda Items: None

(City Recorder's Note: Agenda Item No. 3 was discussed before Agenda Item No. 2)

2. JOINT MEETING WITH THE PLANNING COMMISSION

Planning Commission Members Present: Judith Anderson, Gretchen Buehner, Bill Haack, Darrel Glen Mores, Mark Padgett, Scot Sutton, Eileen Webb.

- Annexation & System Development Charges or Local Improvement Districts for the Urban Services Area.

Community Development Director Hendryx reviewed the general annexation policy adopted by the City Council as well as the status of the Bull Mountain annexation review. Issues discussed included implementing elements of the transportation system plan and how to pay for improvements whether using SDC funds collected or local improvement districts. Also discussed was the policy to promote street connectivity and to establish standards to encourage compatibility as streets connect. Transportation SDC's are now being collected in the urban growth boundary for new developments (while SDC's for parks are not). The inevitability of the Bull Mountain area joining the City was discussed with it being noted that deficiencies in funding have been identified with regard to infrastructure needs (street improvements and parks). Washington County's position is that these

improvements would be addressed by the city through annexation (including the collection of SDC's for parks).

Also discussed was the new areas identified by Metro in the Urban Growth Boundary that may come into Tigard's jurisdiction. The State has a review process to complete before it will be known whether Tigard will have responsibility for this new area.

- Vehicular/pedestrian access across the Tualatin River to Tualatin

Community Development Director reviewed the history of past consideration of access across the Tualatin River to Tualatin. There was discussion about not doing anything that would preclude future construction of a vehicular access if a pedestrian access is constructed first.

Planning Commission Chairman Padgett responded that he thought it would be a good idea to form a separate Parks and Recreation Board as the community looks to fund sports programs and maintain facilities, including the swim center.

3. UPDATE ON PARK PROJECTS

Public Works Director Wegner and Parks Manager Plaza reviewed this agenda item. In 1999, Council adopted a Park System Master Plan. Each year the Council sets goals that pertain to the acquisition and development of park and recreation facilities and programs. Staff reviewed the projects for the current fiscal year as well as projects through fiscal year 07-08. The total of all improvements planned is \$3,950,626.

In response to a question from Councilor Dirksen, Public Works Director Wegner advised that the maintenance of the lake at Summerlake Park is a separate item from the Parks Master Plan projects. No changes are planned for the lake until Clean Water Services requires that efforts must be made to aid fish passage. One lake weed-cutting is planned this fiscal year.

Other items discussed:

- Signs directing people to Summerlake Park will be installed.
- Skatepark sites are being reevaluated.
- Pocket parks were discussed as a potential for future use and improvements.
- An ordinance to establish a Parks and Recreation Board will be presented to the Council for consideration on March 11, 2003.

In response to a question from Councilor Wilson, Public Works Director commented that at the time Northview Park was established, the neighbors understood that development of this park would not occur until after the completion of the projects identified in the Parks Master Plan.

4. REVIEW OF THE TRANSPORTATION SYSTEM PLAN (TSP)

Associate Planner Hajduk reviewed:

- The purpose of the TSP
- The steps taken in Tigard's adoption of the TSP
- Transportation elements covered in the TSP
- Key transportation capacity and circulation issues raised in the TSP
- Additional issue and impacts resulting from the adopted TSP
- An update and recent activity to implement key aspects in the TSP

A copy of the PowerPoint presentation is on file in the City Recorder's office.

During discussion it was noted that the TSP is a dynamic tool insofar as it can be amended to meet future demands or changes in circumstances. The City Engineering Department will be responsible for the "lion's share" of the Plan. There was some discussion on arterials and how to mitigate impacts by doing smaller, less costly improvements. Councilor Wilson suggested a modeling and technical information review to determine what other steps can be taken before focusing on funding amounts and sources. It was suggested that a priority list be created outlining actions to be taken to alleviate congestion. City Engineering staff will update the Council on how project priorities were selected; this will be set for a future agenda.

5. DISCUSSION OF STRATEGIC FINANCIAL PLAN

Finance Director Prosser reviewed this item with Council. Mr. Prosser distributed a summary of recent City of Tigard election results on Measure 28, WCCLS Local Option Levy, Washington County Exhibition Center, Tigard Library Bond, Tigard-Tualatin School Bond, and Atfalati Park and Recreation District. Two measures were approved by Tigard voters: the Library and the School Bond.

After a review of upcoming financial issues, Council members agreed on the following in priority order:

Major Issues

#1 – Local Option Levy – target for 2004 election.

#2 – Bull Mountain Annexation

#3 – Explore new revenue sources.

#4 – Consider increases to selected franchise fees

Other Issues

- A. Fee increases (including franchise fees)
- B. Urban renewal for Washington Square and Downtown (possible revision to City Charter)
- C. Water revenue bond.

The Council removed funding for the proposed skate park from the list of financial issues to resolve. Councilors Wilson and Sherwood expressed concerns about implementation of a street maintenance fee at this time because of the economy and the fact that the library bond and school bond increased Tigard resident's property tax bill this year.

Finance Department will memorialize Council's direction on the Strategic Financial Plan for formal adoption at an upcoming Council meeting.

6. COUNCIL LIAISON REPORTS

West Economic Alliance - Councilor Wilson reported on a recent meeting he attended for the Westside Economic Alliance. He referred to a Transportation Investment Task Force report and recommendations on freeways, transit, and community projects. This report prioritizes projects; however, no funding has been identified at this time.

He also noted that Olivia Clark of TriMet was at this meeting seeking support for TriMet's proposed payroll tax. Ms. Clark stated that 5 percent of the payroll tax TriMet receives comes from Tigard and 8 percent of TriMet's service is delivered to the Tigard area. Tigard staff does not agree with these percentages; staff will follow up with TriMet to determine how TriMet arrived at these figures.

Tualatin Riverkeepers – Mayor Griffith noted an invitation to attend a meeting sponsored by the Tualatin Riverkeepers on March 10. Councilor Sherwood advised she planned to attend. City staff will not be asked to attend.

City Manager noted that the City has submitted an application to be considered for Tualatin Riverkeepers Green Heron Award for two significant projects that support the Riverkeepers' mission: the creation of a new 4.5 acre wetland at Cook Park and the purchase of a 14.7 acre library site, 9.7 acres of which will be an extension of Fanno Creek Park.

7. NON-AGENDA ITEMS: None
8. EXECUTIVE SESSION: Not held
9. ADJOURNMENT: 9:52 p.m.

Attest:

Catherine Wheatley, City Recorder

Mayor, City of Tigard

Date: _____

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**MEMORANDUM
CITY OF TIGARD, OREGON**



TO: Mayor and Council
FROM: Greer Gaston
DATE: February 27, 2003
SUBJECT: Three-Month Council Calendar

Regularly scheduled Council Meetings are marked with an asterisk (*).

March		
11 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
18 *	Tues	Council Workshop Meeting – 6:30 p.m.
24	Mon	Budget Committee Meeting – 6:30 p.m. Community Room - TVF&R
25 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session

April		
3	Thurs	Meeting with the School District – 6:30 p.m. Tigard-Tualatin School District Admin. Office 6960 SW Sandburg Rd, Tigard
8 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
15 *	Tues	Council Workshop Meeting – 6:30 p.m.
22 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
28	Mon	Budget Committee Meeting – 6:30 p.m. Puett Room - Library

May		
5	Mon	Budget Committee Meeting – 6:30 p.m. Water Building Auditorium
12	Mon	Budget Committee Meeting – 6:30 p.m. Water Building Auditorium
13 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session
19	Mon	Budget Committee Meeting – 6:30 p.m. Water Building Auditorium
20 *	Tues	Council Workshop Meeting – 6:30 p.m.
27 *	Tues	Council Meeting – 6:30 p.m. Business Meeting with Study Session

Tigard City Council
Tentative Agenda

Agenda Item No. 426
Meeting of 3-11-03

3/18/03 - Workshop	3/25/03 - Budget Committee Mtg.	3/25/03 - Business TV Jim -Greeter
Due: 3/4/03 @ 5 p.m.	6:30 p.m. - TVF&R Community Room	Due: 3/11/03 @ 5 p.m.
Workshop Topics		Study Session
Urban Growth Boundary Update: Expansion and Policy Issues PPT - 30 min - Barbara/Jim		6:30 - Tualatin Valley TV Presentation/Intro - Exec Dir/Greer/Paul deB - 20 min
Proposed Street Maintenance Fee Discussion - Gus - 30 min		Discussion on Fluoridation in Drinking Water - PPT - Ed/Dennis - 30 min
Preview & Discuss Atfalati Recreation District Concession Agreement Options - PPT - Ed/Dan - 30 min		Consent Agenda
		Business Meeting
		7:30 - Sen Burdick, Rep Williams - 1 hr - Cathy
		Property Tax Abatement - CPAH - Craig - 10 min
		Commuter Rail Station Design - RES -Barbara- 25 min
		Discuss & Consider Atfalati Recreation District Concession Agreement - PPT - MOTION - Ed/Dan - 10 min
SI = standing item		
I:/adm/greer/tentativ ag/tentative.xls		

**Tigard City Council
Tentative Agenda**

[illegible]

AGENDA ITEM # _____
FOR AGENDA OF March 11, 2001

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE A resolution making a reimbursement declaration and authorizing subsequent reimbursement declarations.

PREPARED BY: Craig Prosser DEPT HEAD OK _____ CITY MGR. OK _____

ISSUE BEFORE THE COUNCIL

Shall the Tigard City Council preserve the City's option to reimburse itself for the expenses of the 550 Foot Reservoir and Related Improvement projects from the proceeds of any tax-exempt bonds to be issued for this project?

STAFF RECOMMENDATION

Staff recommends approval of this resolution.

INFORMATION SUMMARY

The City is currently in the process of developing the 550 Foot reservoir and Related Improvement projects for the construction of a new water reservoir on the Alberta Rider School property. The City is incurring expenses for staff, architectural and engineering services, and may incur other expenses. The City is planning on issuing Water Revenue bonds later this summer to finance the cost of these projects.

Under federal bond regulations, the City may recover some expenses (such as staff time, architectural and engineering) from the proceeds of a subsequent bond. Some time limits apply, however. In addition, federal regulations prohibit recovery of other expenses (such as land costs and informational materials) unless the municipality first declares its intent to reimburse itself for these costs. This resolution declares that intent.

Federal regulations also require the municipality constrain how much will be reimbursed so that the resolution is not an open-ended authorization. The resolution places an upper limit on the reimbursement of \$1,000,000. The \$1,000,000 figure was selected to maintain the City's flexibility should the time schedule be delayed or should design pace accelerate.

It is important to note that this resolution does not commit the City to seeking this reimbursement; it merely preserves this option for the City. A firm decision on reimbursement will not be made until the project is fully developed and the complete financial structure is known.

OTHER ALTERNATIVES CONSIDERED

Do not pass this resolution. The City may still be able to recover some architectural and engineering fees, but would forego the opportunity to obtain reimbursement for other costs.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

NA

ATTACHMENT LIST

Reimbursement resolution

FISCAL NOTES

The total 550 Foot reservoir and related Improvements Project is expected to cost approximately \$8.84 million.

CITY OF TIGARD, OREGON

RESOLUTION NO. 03-____

A RESOLUTION MAKING A REIMBURSEMENT DECLARATION AND AUTHORIZING
SUBSEQUENT REIMBURSEMENT DECLARATIONS.

WHEREAS, the City intends to construct a new water reservoir and related improvements to serve the 550 foot service level and is currently incurring design and preliminary engineering costs; and,

WHEREAS, the City reasonably expects to finance the library with water revenue bonds or other tax-exempt obligations; and,

WHEREAS, Federal tax law requires the issuer of tax-exempt obligations to declare its intention if the issuer expects to spend its funds on a project and later reimburse itself for those expenditures from the proceeds of tax-exempt obligations;

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1. Reimbursement Declaration. The City hereby declares its intention to reimburse expenditures it makes from City funds for the 550 Foot reservoir and Related Improvements Project with the proceeds of tax-exempt obligations. The City does not expect to issue more than \$1,000,000 of tax-exempt obligations to reimburse the City for library costs.

SECTION 2. Delegation to Make Future Declarations. The City's Finance Director or the person designated by the Finance Director to act on behalf of the City under this Resolution are hereby authorized to make future declarations of the City's intention to reimburse expenditures, without additional action by the City Council.

SECTION 3. This resolution takes effect upon passage by the City Council.

PASSED: This ____ day of _____, 2003.

Mayor - City of Tigard

ATTEST:

City Recorder, City of Tigard

AGENDA ITEM # _____
FOR AGENDA OF March 11, 2003

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Appointments to the Budget Committee

PREPARED BY: Susan Koepping DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Appoint Forrest Nabors as a member of the Budget Committee to complete the term vacated by Greg Zuffrea.
Appoint Mark Mahon as an alternate to the Budget Committee.

STAFF RECOMMENDATION

Appoint Forrest Nabors to the Budget Committee and Mark Mahon as an alternate to the Budget Committee.

INFORMATION SUMMARY

Greg Zuffrea resigned from the Budget Committee when he moved out of Tigard. The previous alternate to the Budget Committee has recently been appointed as a full member to the committee. All applicants have been interviewed and the name of Forrest Nabors is forwarded for appointment to the committee. Mark Mahon is recommended for appointment as an alternate to the committee. Alternates receive copies of all written information provided to committee members, are invited to any training, and are encouraged to attend committee meetings. An alternate can be appointed to membership on the Budget Committee in the event of a mid-term resignation by a member.

OTHER ALTERNATIVES CONSIDERED

Delay action on the appointment.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Goal: City will maximize the effectiveness of the volunteer spirit to accomplish the greatest good for our community.

ATTACHMENT LIST

1. Biographical information on Forrest Nabors and Mark Mahon
2. Copy of Resolution 01-21 regarding the appointment of alternates to boards and committees

FISCAL NOTES

None

CITY OF TIGARD, OREGON

RESOLUTION NO. 03-_____

A RESOLUTION OF THE TIGARD CITY COUNCIL APPOINTING FORREST NABORS TO THE BUDGET COMMITTEE AND MARK MAHON AS ALTERNATE TO THE BUDGET COMMITTEE

WHEREAS, there is an opening on the Budget Committee because previous member Greg Zuffrea moved out of Tigard, and

WHEREAS, the Mayor's Advisory Committee interviewed Budget Committee candidates including Forrest Nabors and Mark Mahon on February 6 and 11, 2003,

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Forrest Nabors is appointed to complete the term vacated by Greg Zuffrea for a term that shall expire June 30, 2003.

SECTION 2: Mark Mahon is appointed as an alternate to the Budget Committee. This term shall expire March 31, 2005.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2003.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

Biographical information for Budget Committee appointees

Forrest Nabors

Mr. Nabors has lived in Tigard for 5 years. He and his family reside close to downtown Tigard and plan to stay in Tigard for a long time. He sees serving on the Budget Committee as an opportunity to contribute of the family's chosen community. He has a variety of past volunteer experience although his family keeps him "plenty busy" now. He completed the University of Chicago with a degree in political science and is currently employed as an executive in the high-tech industry.

Mark Mahon

A life-time resident of Oregon, Mr. Mahon has resided in Oregon for the past 10 years. The Mahon family resides in the north part of Tigard. Mark continues to be actively involved in the community and the city in many capacities. He is employed as a computer network engineer.

CITY OF TIGARD, OREGON

RESOLUTION NO. 01-21

A RESOLUTION OF THE TIGARD CITY COUNCIL MODIFYING THE BOARD AND COMMITTEE APPOINTMENT PROCESS TO INCLUDE APPOINTING ALTERNATES

WHEREAS, openings on boards and committees are filled after advertizing for applicants, applicants being interviewed by the Mayor's Appointments Advisory Committee and their names being submitted to the full Council for appointment, a process that takes as long as three months; and

WHEREAS, this process this works well when the end of a term is known; and

WHEREAS, when a resignation occurs midterm and is effective immediately, this process is ineffecient and leaves the board or committee without complete staffing for as long as 3 months; and

WHEREAS, 1 or 2 alternates to a specific board or committee could be selected from the pool of interviewed applicants and appointed by the Council at the same time new, full-term members are appointed.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: When a full-term position on a board or committee is due to open, the Mayor's Appointments Advisory Committee interviews applicants and selects a candidate or candidate(s) for immediate appointment as member(s). At the same time, 1 or 2 of the interviewed applicants would be appointed as alternates.


SECTION 2: Alternates would be appointed to terms that would end when the next full-term committee positions open.

SECTION 3: In the event of a member's midterm resignation, an appointed alternate could be appointed to member status by the Council, and would complete the remaining portion of the term from which the member had resigned. Alternates would only fill remaining terms on the specific board or committee for which they originally were interviewed. This modification of the appointment process would be used only in the event of a midterm vacancy.

SECTION 4: In no event may a person designated as an alternate be so designated for a period exceeding two years unless the person reapplies and is reappointed as an alternate.

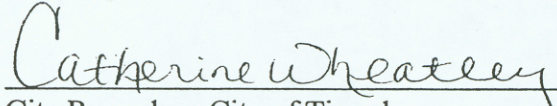
SECTION 5: An alternate who has been appointed to a remaining term may subsequently serve two full consecutive terms on the board or committee to which he or she was appointed, and would be subject the same membership requirements as any other citizen.

PASSED: This 21th day of April 2001.



Council President – City of Tigard

ATTEST:



City Recorder - City of Tigard

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AGENDA ITEM # _____
FOR AGENDA OF 3/11/03

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Approve a Resolution to Authorize the League of Oregon Cities to Coordinate the Filing of an Appeal on the City's Behalf, Through Outside Counsel, From the Rate Increase Received From Public Employee Retirement System (PERS)

PREPARED BY: Sandy Zodrow DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

SHOULD THE CITY COUNCIL ADOPT A RESOLUTION AUTHORIZING THE LEAGUE OF OREGON CITIES TO COORDINATE THE FILING OF AN APPEAL ON THE CITY'S BEHALF, THROUGH OUTSIDE COUNSEL, FROM THE RATE INCREASE RECEIVED FROM PERS

STAFF RECOMMENDATION

Staff recommends passing a Resolution authorizing the League of Oregon Cities to coordinate the filing of an appeal on the City's behalf, through outside counsel, from the rate increase received from Public Employee Retirement System (PERS).

INFORMATION SUMMARY

On October 7, 2002, in the case of the City of Eugene v. the Public Employee Retirement System Board (PERB), Marion County Circuit Judge Lipscomb ruled that PERB violated its statutory duties in administering the PERS fund by improperly calculating employer rates for payment of benefits to retirees with investment in variable accounts who chose the money match option, by distributing earnings to employee accounts without maintaining proper reserves, and by using outdated mortality tables which prescribe higher monthly retirement payments.

Judge Lipscomb returned the case to the PERB with instructions to update the employee mortality tables, issue new employer rate orders for 1998 and 2000, and make a new earnings allocation order for the 1999 investment year. To date, the Public Employee Retirement System Board has yet to comply with Judge Lipscomb's instructions.

The PERB adopted new actuarial employer rates to be effective July 1, 2003 at their February 11th meeting. These proposed employer rates do not reflect corrective calculation in accordance with Judge Lipscomb's order, and would in fact be less if the PERB had complied with the instructions. In order to maintain the benefit to employers from Judge Lipscomb's order, and to avoid the loss of that benefit in the 2003 rate calculation, the League of Oregon Cities is encouraging each city to take action to protest this decision and to join in filing an appeal in Marion County Circuit Court.

The League of Oregon Cities has retained the services of attorneys John. W. Osburn and Peter W. Mersereau of the Portland law firm Mersereau & Shannon, LLP to file appeals of the 2003 employer rate orders for any LOC member cities that elect to participate. Appeals must be filed no later than 60 days from the date of the rate adoption. The League has negotiated a single flat fee rate of \$150 for any member who elects to file an appeal. The fee covers:

- Filing a timely notice of appeal in Marion County Circuit Court
- Prosecution of the appeal to judgment in circuit court; and
- In the event of legislative action materially affecting the litigation, consultation with the League and individual participants regarding any subsequent legal action.

We are currently aware that Cities of Gresham, Tualatin and Oregon City are proceeding with appeals.

Council was briefed on this issue during the February 25, 2003 Executive Session.

OTHER ALTERNATIVES CONSIDERED

Decide not to approve the recommended resolution to authorize funds for outside counsel to file an appeal on behalf of the City to challenge the PERS rate increase.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

N/A

ATTACHMENT LIST

Attachment 1: Resolution to authorize the League of Oregon Cities to coordinate the filing of an appeal on the City's behalf, through outside counsel, from the rate increase received from PERS.

Attachment 2: Letter to John Osburn to provide legal services to the City in filing an appeal from the PERS Order challenging PERS rate increases.

FISCAL NOTES

CITY OF TIGARD, OREGON

RESOLUTION NO. 03-_____

A RESOLUTION TO AUTHORIZE THE LEAGUE OF OREGON CITIES TO COORDINATE THE FILING OF AN APPEAL ON THE CITY'S BEHALF, THROUGH OUTSIDE COUNSEL, FROM THE RATE INCREASE RECEIVED FROM PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS)

WHEREAS, eight public employers brought suit against the Oregon Public Employee Retirement System in Marion County Circuit Court; and

WHEREAS, those employers claimed they were being overcharged in the calculation of employer contribution rates; and

WHEREAS, Judge Paul Lipscomb has returned the case to the Oregon Public Employee Retirement System Board with instructions to update employee mortality tables, issue new employer rate orders for 1998 and 2000, and make a new earnings allocation order for the 1999 investment year; and

WHEREAS, the Oregon Public Employee Retirement System Board has yet to comply with these instructions; and

WHEREAS, the Oregon Public Employee Retirement System Board adopted the proposed employer rate increases at its February 2003 regular meeting; and

WHEREAS, the proposed employer rate increases would be less if the Board had complied with Judge Lipscomb's instructions;

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The City of Tigard authorizes the League of Oregon Cities to coordinate the filing of an appeal on the City's behalf, through outside counsel, from the rate increase received from PERS.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2003.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

March 11, 2003

John W. Osburn, of Council
Peter W. Mersereau
Mersereau & Shannon, LLP
1600 Benj. Franklin Plaza
One SW Columbia
Portland, OR 97258

RE: Representation of City in Appeal from PERS Order

Gentlemen:

This will confirm your availability and willingness to provide legal services to the City of Tigard ("City") in filing an appeal to the Circuit Court of the State of Oregon for Marion County from the decision of the Oregon Public Employees Retirement Board dated February 11, 2003, and prosecuting that appeal to conclusion in the circuit court. That order is expected to increase the contribution rate for PERS employers effective July 1, 2003.

The Oregon Administrative Procedures Act provides that an appeal from such an order must be filed within 60 days of the order from which the appeal is taken.

On October 7, 2002, in the case of the City of Eugene v. PERB, which is referred to as PERS I, Marion County Circuit Judge Lipscomb ruled that PERB violated its statutory duties in administering the Public Employees Retirement Fund by improperly calculating employer obligations for payment of benefits to retirees with investment in variable accounts who choose the money match option, by distributing earnings to employee accounts without maintaining proper reserves, and by using outdated mortality tables which prescribe higher monthly retirement payments than are actuarial justified.

PERB's proposed employer rates for 2003 do not reflect corrective calculation in accordance with Judge Lipscomb's order. In order to maintain the benefit to employers from Judge Lipscomb's order, and to avoid the loss of that benefit in the 2003 rate calculation, we authorize you to file an appeal on behalf of the City. A copy of the notice from PERS as to the proposed employer contribution rate is attached to this letter.

The City has designated Sandra Zodrow, Human Resources Director, as the City's contact person for information regarding the City's participation as a PERS employer.

We enclose the City's check in the amount of \$150 which you agree to accept in full payment for your services in the circuit court.

In accepting this engagement, you certify that you know of no conflicts of interest on the part of either John W. Osburn or Mersereau & Shannon LLP, and agree that you will not acquire any such conflicts related to the subject of this litigation. The City acknowledges that you have been engaged to represent the participating members of the Oregon School Boards

Association, and the Special Districts Association of Oregon, and the Association of Oregon Counties. The City does not consider the representation of similarly situated employers to constitute a conflict of interest.

If the terms of this arrangement are satisfactory, would you please so indicate by endorsement below and return a copy to the City.

The City of Tigard

By: _____
William A. Monahan

Title: City Manager

The terms of this engagement are accepted and agreed to.

Dated: _____

John W. Osburn, on behalf of John W. Osburn,
PC and Mersereau & Shannon, LLP

sb\pers\appeal to pers rate

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Award of Contract for the Construction of Gaarde Street Improvements – Phase 2

PREPARED BY: Vannie Nguyen DEPT HEAD OK A.P. Duenas CITY MGR OK Bill Monahan

ISSUE BEFORE THE COUNCIL

Shall the Local Contract Review Board approve the contract award for the construction of Gaarde Street Improvements – Phase 2 - Street, Water, Sanitary Sewer, Storm Drainage & Utility Improvements (121st Avenue to Pacific Highway).

STAFF RECOMMENDATION

Staff recommends that the Local Contract Review Board, by motion, approve the contract award to Canby Excavating, Inc. in the amount of \$2,665,056.35.

INFORMATION SUMMARY

The improvement of Gaarde Street between 121st Avenue and Highway 99W is approved in the FY02-03 Capital Improvement Program and is the second phase of a two-phase capital improvement project. The first phase of the project is identified as *Gaarde Street Improvements - Phase I*, which was completed in August 2001. The second phase widens Gaarde Street between 121st Avenue and Highway 99W to a 3-lane facility with bike lanes and sidewalks on both sides. This project also includes installation of a new traffic signal at the Gaarde Street/121st Avenue intersection and improvement of 121st Avenue approximately 1,100 feet north of the intersection. The total length of the improvement is almost 5,000 lineal feet.

This project includes the widening of Gaarde Street and 121st Avenue to 44 feet, construction of sidewalks on both sides of the streets, construction of a new underground drainage system, a new water system, and installation of a traffic signal at the intersection of Gaarde Street and 121st Avenue. Completion of the Gaarde Street project will provide one travel lane and one bike lane in each direction and one center-turn lane.

Included in the project is the construction of two sanitary sewer reimbursement districts (District No. 24 is located on Gaarde Street east of 118th Avenue and District No. 26 is located on 121st Avenue between Gaarde Street and Rose Vista Drive). These two districts were advertised for bids in July 2002. However, the Local Contract Review Board rejected all bid proposals in the Council meeting of August 13, 2002 due to high bids submitted.

Also included in the project is the construction of approximately 400 feet of half-street improvement on 121st Avenue for the Whistler's Walk subdivision. The developer of the subdivision agreed to pay the City \$264,317 in lieu of constructing the required improvements. Combining the half street improvement project with the Gaarde Street project should minimize construction impacts to the neighborhood by avoiding having two different contractors work in the same area.

Forty-three parcels are impacted by the improvement of the streets. Strips of varying widths have been acquired along the frontages of forty properties. One property that is seriously impacted by the widening of the street has been purchased by the City. This property is located at the southeast corner of the Gaarde Street and 117th Avenue intersection. Two parcels are currently under condemnation proceedings for acquisition. However,

staff has received right-of-entry permits from the property owners for construction activities in front of their properties.

A neighborhood informational meeting will be held by the City after the Notice to Proceed has been issued. The Contractor will be present at the meeting to address issues concerning construction schedule, traffic control, detour routes and other activities related to the construction of the project.

The bid opening was conducted on February 24, 2003 and the bid results are:

Canby Excavating, Inc. - Canby, OR	\$ 2,665,056.35
C & M Construction - Sherwood, OR	3,118,420.05
Kerr Contractors - Tualatin, OR	3,136,157.00
Nutter Corporation - Vancouver WA	3,447,383.00
Northwest Earthmovers - Tualatin, OR	3,688,496.60
Emery & Sons Const. - Stayton, OR	3,856,920.80
Engineer's Estimate	\$ 3,982,000

Canby Excavating, Inc. is the lowest responsive bidder on the project. Award of the contract to Canby Excavating is recommended.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

This project meets the Tigard Beyond Tomorrow Transportation and Traffic Goals of "Improve Traffic Safety" and "Improve Traffic Flow."

ATTACHMENT LIST

Project location map.

FISCAL NOTES

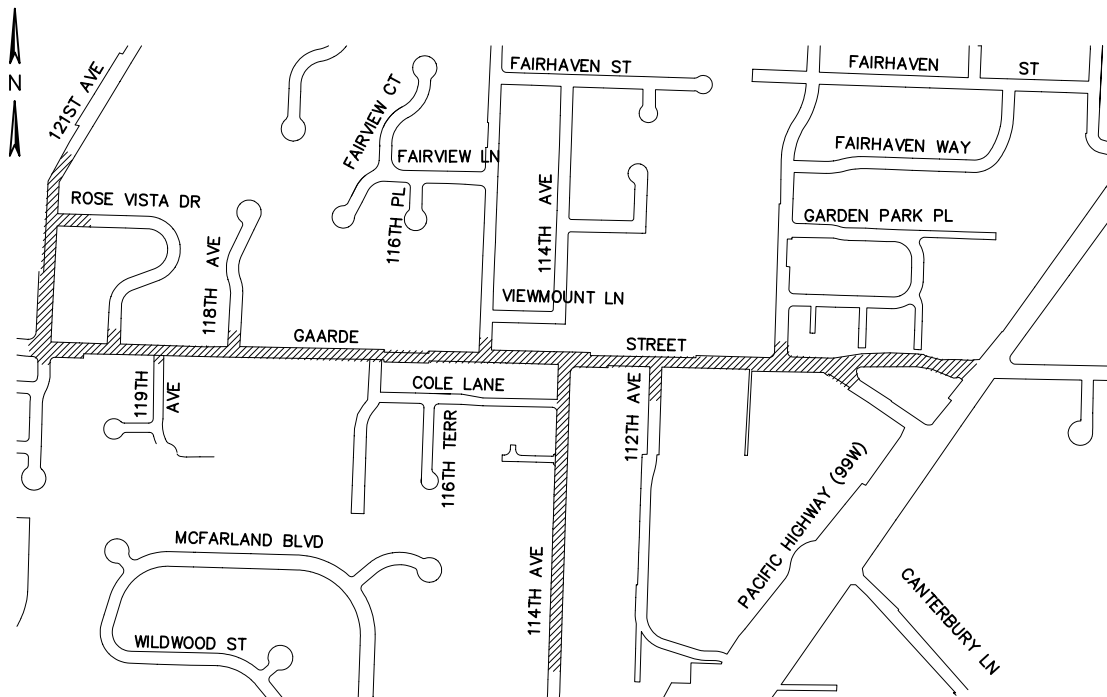
This project is funded in the FY2002-03 Capital Improvement Program as follows:

- Traffic Impact Fee (TIF):	\$1,600,000
- Water:	\$ 200,000
- Urban Services TIF:	\$ 500,000
- Private Developer:	<u>\$ 264,317</u>
Total:	\$2,564,317

Construction costs of the sanitary sewer reimbursement districts will be paid for by the Neighborhood Sewer Extension Program. This program has funding of \$2,000,000 in FY2002-03.

Canby Excavating, Inc., submitted the lowest bid of \$2,665,056.35, which consists of \$2,562,307.65 for street, storm drainage and water improvements and \$102,748.70 for sanitary sewer improvements. The FY2002-03 funding in the amounts of \$2,564,317 and \$2,000,000 are sufficient to award the contract to Canby Excavating.

**GAARDE STREET IMPROVEMENTS PHASE 2
FROM 121ST AVE (NORTH OF ROSE VISTA DRIVE)
TO PACIFIC HYW 99**



AGENDA ITEM # _____
FOR AGENDA OF March 11, 2003

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Award of the contract for surveying services for the Gaarde Street Improvement Project, Phase 2

PREPARED BY: G. Berry DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Shall the Local Contract Review Board approve the award of the contract for surveying services for the Gaarde Street Improvement Project, Phase 2?

STAFF RECOMMENDATION

That the Local Contract Review Board, by motion, approve the award of the contract to White Shield, Inc. in the amount of \$48,166 and authorize the City Manager to sign the contract.

INFORMATION SUMMARY

A Request for Proposals (RFP) for surveying services for the Gaarde Street Improvement Project, Phase 2 was advertised in the Daily Journal of Commerce on January 21, 2003 and in the Tigard Times on January 23, 2003 with a proposal submittal date of February 10, 2003. Twelve firms responded to the RFP. After reviewing all of all proposals, three firms were selected for interview as the next step in the selection process. The firms to be interviewed were determined by evaluating the qualifications and experience of each firm as described in its proposal together with the proposed fees for the project.

The three firms invited for interview were:

AKS Engineering & Forestry, LLC
DeHaas & Associates, Inc.
White Shield, Inc.

The final selection was based on the interviews conducted with the firms. The Selection Committee recommends that the contract be awarded to White Shield, Inc.

OTHER ALTERNATIVES CONSIDERED

None

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

This project meets the Tigard Beyond Tomorrow Transportation and Traffic Goals of “Improve Traffic Safety” and “Improve Traffic Flow”.

ATTACHMENT LIST

None

FISCAL NOTES

The cost of this contract is included in the construction budget for the Gaarde Street Improvement Project, Phase 2 project of the FY 2002-03 Capital Improvement Program.

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AGENDA ITEM # _____
FOR AGENDA OF March 11, 2003

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Update on the New Tigard Library

PREPARED BY: Margaret Barnes DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Presentation by staff to update the City Council about the new library.

STAFF RECOMMENDATION

The purpose of this presentation is to communicate recent events and accomplishments related to the new Tigard Library.

INFORMATION SUMMARY

On May 21, 2002, Tigard voters passed a \$13 million bond measure for the construction of a new library of approximately 47,000 square feet. This amount will pay for land acquisition, the design, construction and furnishing of the new library, parking and related street improvements. The site of the new library is a 14.7-acre property located along Hall Boulevard near O'Mara Street.

Since the passage of the bond, the project has proceeded on schedule. Much of the design work that has occurred in the past month has involved revising the design to conform to the budget, as well as refining certain aspects of the design.

At this meeting, staff will report on the progress of the project and inform Council about the results of the February site plan meeting. Staff will also provide updates on the groundbreaking ceremony on Saturday, May 17, and on fundraising efforts.

OTHER ALTERNATIVES CONSIDERED

None

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Goal #3: Adequate facilities are available for efficient delivery of life-long learning programs and services for all ages.

ATTACHMENT LIST

1. Set of PowerPoint Slides

FISCAL NOTES

N/A

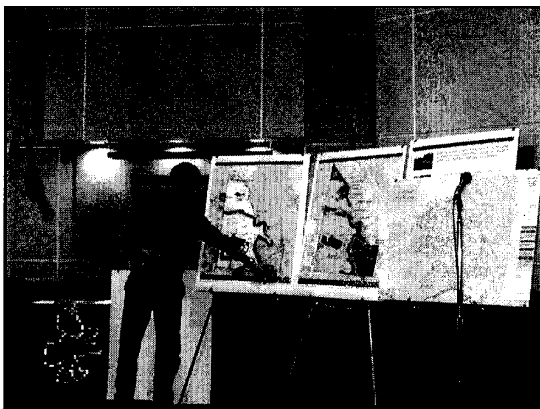


What's New on the New Library?

Timeline...Countdown to a New Library

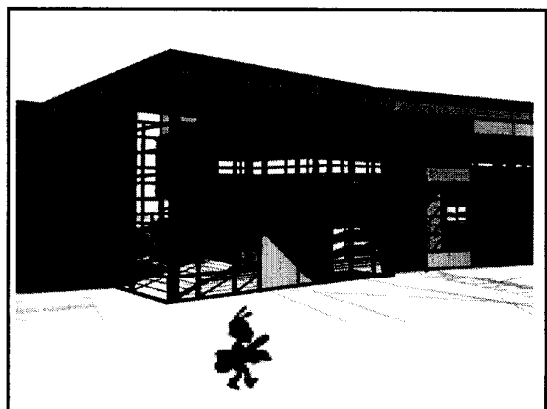


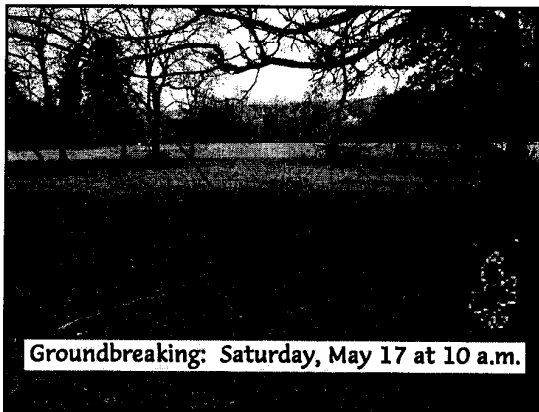
Bond Measure Passes	Spring '02	<input checked="" type="checkbox"/>
Advertise for Architect	Summer '02	<input checked="" type="checkbox"/>
Select Architect	Summer/ Fall '02	<input checked="" type="checkbox"/>
Select General Contractor	Fall '02	<input checked="" type="checkbox"/>
Sell Bonds	Fall '02	<input checked="" type="checkbox"/>
Two Community Meetings on Library Design	Fall '02	<input checked="" type="checkbox"/>
Purchase Property	Fall '02	<input checked="" type="checkbox"/>
Design Library	Fall '02/ Winter '03	<input checked="" type="checkbox"/>
Public Meetings on Site Master Plan for Fanno Creek Park Extension	Winter/Spring '03	<input checked="" type="checkbox"/>
Groundbreaking	May 17, 2003	<input checked="" type="checkbox"/>
Library Construction	Spring '03/'04	<input type="checkbox"/>
Library Opens	Summer '04	<input type="checkbox"/>



Public Meeting: Site Master Plan for Fanno Creek Park

- Thursday, April 3
- 7:30 - 9 p.m. @ Town Hall





Community Support for New Library

- ** Nature's/Foundation Fundraiser**
- ** Michael Allen Harrison Concert**
April 4th -- 7:30 p.m.
Tigard High School

For more information about
Library Foundation events:
Call Jackie Dirksen at 503-620-4829.



Bricks for Books Campaign



- ** Purchase bricks at \$50 each to help pave the courtyard.**
- ** Specify name for engraving.**
- ** Make a lasting donation for the new library.**



For More Information on Library Project...

Contact:
paula@ci.tigard.or.us
503-684-6537, ext. 2508

Or check out our website
at www.ci.tigard.or.us



AGENDA ITEM # _____
FOR AGENDA OF March 11, 2003

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Update on Highway 217 Study

PREPARED BY: Barbara Shields DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Metro staff will update Council on the Highway 217 Study scope of work and timeline and receive comments from Council.

STAFF RECOMMENDATION

N/A. Review only.

INFORMATION SUMMARY

Metro has initiated an effort to develop a scope of work and a work program for a Highway 217 Study. The work program is designated to facilitate the selection and promote implementation of transportation strategies for Highway 217 between I-5 and US 26 (Attachment 1).

In general, the major objective of the study is to develop a series of transportation improvement strategies reflecting different levels of funding, which are consistent with regional and local plans. The study process will build to the extent possible upon existing work already completed, including the Washington Square Regional Center Plan and the Tigard Transportation System Plan.

Metro is the project lead. Project partners include ODOT, Washington County, Beaverton, and Tigard. It is anticipated that the study may take approximately 15-19 months to complete, depending on the range of alternatives that need to be examined.

The study will be funded through a variety of sources. Metro has budgeted approximately \$700,000 for the study. In order to fill the gaps, Metro applied for and received an additional \$400,000 value pricing grant from the Federal Highway Administration (FHWA). In addition, Washington County will use \$80,000 of MSTIP (Metropolitan Surface Transportation Improvement Program) funds to cover the required local match obligations for the study.

MSTIP is the Oregon Department of Transportation's (ODOT) short-term capital improvement program, providing project funding for the department and the state's metropolitan planning organizations, such as Metro. Therefore, using MSTIP funds to cover the local match obligations for the Highway 217 study is a logical and appropriate way to provide the required match for the regional study.

The objective of the March 11, 2003 meeting is to discuss the major aspects of the Highway 217 Study.

OTHER ALTERNATIVES CONSIDERED

N/A

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Transportation and Traffic Goal # 3: Alternative modes of transportation are available and use is maximized;
Transportation and Traffic Goal # 4: Identify and develop funding strategies; Growth and Growth Management
Goal #1: Growth while protecting the character and livability of new and established areas, while providing for
natural environment and open space throughout the community; Strategy # 3: Address planning and growth issues
associated with Regional Center.

ATTACHMENT LIST

Attachment 1: Highway 217 Corridor Project Development Study, Work Program Summary

FISCAL NOTES

N/A

Highway 217 Corridor Project Development Study

Work Program Summary

Background/Need

Oregon Highway (ORE) 217 is the major north-south transportation route for eastern Washington County. For most of its length, it consists of four through lanes (two in each direction) and auxiliary lanes between interchanges. Designated as part of the National Highway System (NHS), traffic volumes have grown significantly with the development of the County. From 1989 to 1998 the daily traffic volume on ORE 217 has increased nearly 20%. Current peak hours, volumes are about 10,500 vehicles per hour in some sections, which averages about 1,750 vehicles per hour/per lane. This represents nearly 100% of the available capacity.

Recent transportation planning efforts, ODOT's Western Bypass Study, Metro's 2000 Regional Transportation Plan, and the Oregon Highway 217 Initial Improvement Concepts Technical Memorandum, all recognize the need for at least one additional through lane in each direction on Highway 217. It has also been concluded that three through lanes, plus auxiliary lanes or braided ramps, in each direction is the maximum that can fit within the right-of-way envelope without significant impacts.

Purpose

This work program is designed to facilitate the selection, and promote the implementation, of transportation strategies for Highway 217 between I-5 and US 26. A series of highway improvement alternatives will be developed and analyzed. Engineering and operational characteristics, public acceptance and financial feasibility will be evaluated. All alternatives include bringing this facility to six through lanes throughout its length plus braided ramps or auxiliary lanes. General Purpose and managed lane approaches (including carpool and peak period priced lanes) will be evaluated for the new capacity. Interchange arrangements will be analyzed and refinements proposed. In addition, varying levels of transit service, demand and system management strategies and arterial improvements will be considered as a complement to highway improvements.

A significant public involvement effort is anticipated as part of this study. The outreach efforts will be keyed into major technical milestones and information obtained from the public will feed back into the technical effort.

Project Goals

- ◆ Develop an appropriate range of improvement strategies that address corridor transportation needs to the level of detail necessary to commence the National Environmental Policy Act (NEPA) process and begin more advanced planning.
- ◆ Consider innovative demand and system management and financing approaches, including High Occupancy Vehicle lanes and value pricing, and make a determination as to whether they are appropriate for this corridor.

- ◆ Establish a phasing plan that identifies projects and strategies that can be implemented in the near, medium and long-term.
- ◆ Build public understanding of, and support for, the selected transportation improvement strategies.

Approach

Metro is the project lead. Project partners include ODOT, Washington County, the Cities of Beaverton, Tigard and Lake Oswego and Tri-Met.

The project will build upon existing land use and transportation plans for the area. It will utilize existing studies, particularly analysis and findings from the Highway 217 Initial Concept Report and area transportation system plans. In consideration of the critical role that Highway 217 plays within the community, the study will focus on strategies that promote access to, and development of, the regional centers and employment and industrial areas.

The goal of the effort is to develop projects that can be feasibly implemented. Background work has indicated that the addition of a new lane in each direction and associated braided ramps on this facility are necessary. They will cost significantly more than is currently expected to be available in the next 10 years. In this respect, a key focus will be financing and phasing plans. In addition, particularly because phasing and innovative finance techniques will be considered, significant public outreach is anticipated in order to build public understanding and support for recommended strategies. The public outreach will start with involved agencies and community stakeholders and broaden as specific alternatives are developed and issues are identified. Newsletters, workshops, focus groups and a community questionnaire are planned. Additional outreach techniques such as small group meetings and a public opinion survey are budgeted but will be used only if needed to address particular alternatives, groups or concerns.

End Products

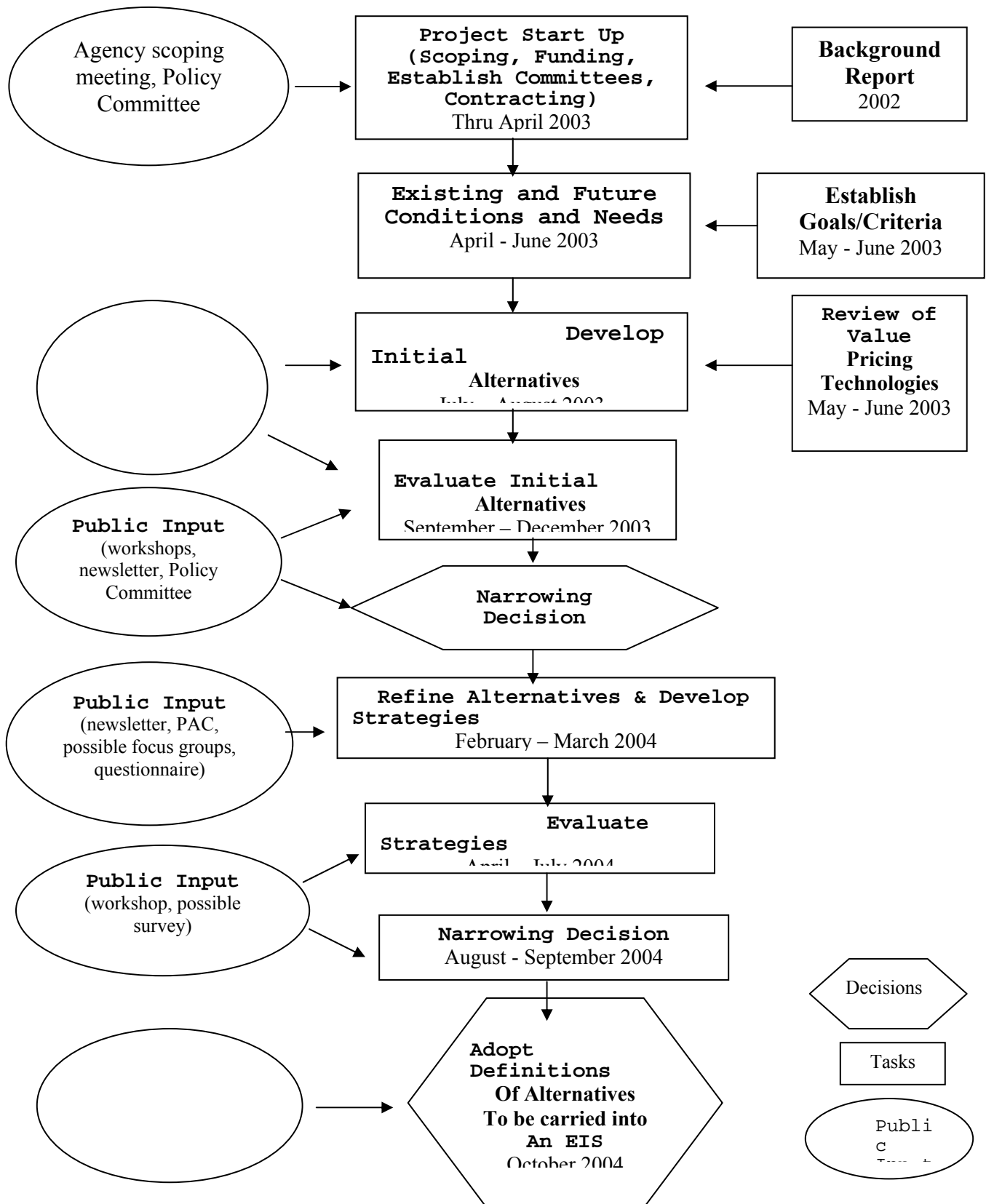
- System improvement strategy(ies) and prioritized project list
- Implementation plans, for near, medium and long term projects
- Final report documenting the evaluation and narrowing process
- Description of alternatives to the degree of detail needed to commence federal environmental review and more detailed design

Timeline

At this time, it is anticipated that the study will take approximately 18 months to complete after contracts are signed. **Figure 1** shows the anticipated study schedule.

Figure 1

Study Process



Proposed Decision-Making Structure

A decision-making structure will be established early in the study. In this structure, the Policy Committee would be the primary decision making body for the study. Based on input from the TAC and the public involvement process, the Policy Committee would select alternatives for further study and make recommendations to local, regional and state elected officials.

- **Technical Advisory Committee (TAC)**

A TAC will be formed to provide expertise and input from technical representatives of the Cities of Beaverton, Tigard and Lake Oswego, Washington County, ODOT, Tri-Met, federal and state environmental agencies and Metro. Additionally, other municipal jurisdictions that may be affected by the various alternatives will be contacted and added to the TAC as appropriate. It will meet frequently, at least once a month, throughout the study to review and provide input on all major work products.

Senior staff from participating agencies and jurisdictions will meet periodically to provide overall advice on project direction. They will convene as needed, either separately or in combination with the TAC, at key decision points or when specific issues arise.

- **Policy Committee**

A policy committee will be established to provide project oversight, make policy decisions and ensure on-going public input into the study process. The policy committee will also make final study recommendations on narrowing of alternatives, and carry them forward for approval from the appropriate local, regional and state bodies.

The Policy Committee will be comprised of a combination of elected officials and citizens from the corridor. Citizen representatives may be drawn from commercial and industrial companies in the study corridor, neighboring residential communities and environmental and transportation interests. Elected officials will include local state legislators, county commissioners, a Metro Councilor, Mayors and other local elected officials. A meeting schedule will be established at the study outset.

Funding

The study will be funded through a variety of sources. Metro has budgeted \$700,000 for the study. In order to fill budget gaps, Metro applied for and received an additional \$400,000 value pricing grant from the Federal Highway Administration (FHWA). In addition, Washington County will use \$80,000 of MSTIP (Metropolitan Surface Transportation Improvement Program) funds to cover the required local match obligations for the study.

AGENDA ITEM # _____
FOR AGENDA OF March 11, 2003

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Proposed Wall Street Local Improvement District Initial Report

PREPARED BY: A.P. Duenas DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Initial Report to City Council on the Proposed Wall Street Local Improvement District (LID).

STAFF RECOMMENDATION

Staff recommends that City Council direct staff to continue with the LID formation process by completing the Preliminary Engineer's Report before making a decision on formation of the LID. However, should any significant developments arise during the process that could adversely affect formation of the proposed LID, staff would bring those developments to Council for discussion and direction.

INFORMATION SUMMARY

One new alternate route identified in Tigard's Transportation System Plan (TSP) is the extension of Wall Street from Hunziker Street to Hall Boulevard. This connection is projected to carry about 5,000 to 7,000 vehicles per day and relieves Hall Boulevard sufficiently to allow that street to function adequately at 3 instead of 5 lanes. This proposed street would allow northbound traffic from south Tigard to bypass Hall Boulevard and proceed directly to Hunziker Street, then north to the Tigard Triangle.

One major property owner along the proposed corridor for the Wall Street Extension is interested in forming an LID for construction of the street connection. A Preliminary Evaluation Report was prepared for the January 22, 2002 Council Agenda. By Resolution No. 02-11, City Council directed the preparation of the Preliminary Engineer's Report, as the next step in the process to determine if the Local Improvement District should be formed.

In September 2002, the City retained DeHaas & Associates, Inc., a consulting engineering firm, to prepare the Preliminary Engineer's Report. This report needed to address key issues as follows:

- Removal of the existing spur track adjacent to the existing access road
- Crossing of two main railroad tracks (requires approval by Portland & Western and the Oregon Department of Transportation (ODOT)).
- The likelihood of obtaining all applicable permits for crossing of Fanno Creek, the flood plain, and adjacent wetlands between the railroad tracks and Hall Boulevard.
- Acquisition of property for the road improvements
- Approval from ODOT for the intersection location and improvements at the Wall Street/Hall Boulevard intersection

The Preliminary Engineer's Report requires that the design plans be approximately 60% complete. Because of the major issues involved, a Conceptual Report at 35% design was included in the contract. This Conceptual report examines the issues in greater detail than the Preliminary Evaluation Report and provides a clearer picture of the feasibility of the LID formation. Discussions to possibly resolve the key issues have been initiated and are currently ongoing with the Oregon Department of Transportation, Portland & Western Railroad, and the property owners served by the spur track.

The attached Conceptual Engineer's Report is the initial report prepared by DeHaas & Associates for the proposed LID. The consulting firm will summarize the progress to date and will answer any questions regarding the issues, the proposed LID boundary, the proposed improvements, and estimated costs.

OTHER ALTERNATIVES CONSIDERED

None.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

The improvements proposed by this LID meets the Tigard Beyond Tomorrow goal of *Improve Traffic Flow* by creating an alternative route that bypasses the Hall/Hunziker/Scoffins signals and allows traffic to move directly to Hunziker Street from Hall Boulevard south of City Hall.

ATTACHMENT LIST

1. Conceptual Engineer's Report dated January 2003
2. Resolution No. 02-11 directing the preparation of the Preliminary Engineer's Report

FISCAL NOTES

The sum of \$2,000,000 has been adopted in the FY 2002-03 Capital Improvement Program with the Traffic Impact Fee fund providing \$300,000 of that amount for engineering design costs. The construction, land acquisition and other costs for the improvements are projected to come from the LID, if formed.

CITY OF TIGARD, OREGON

RESOLUTION NO. 02- 11

A RESOLUTION DIRECTING THE ENGINEERING STAFF TO PREPARE A PRELIMINARY ENGINEER'S REPORT FOR THE PROPOSED WALL STREET LOCAL IMPROVEMENT DISTRICT AND DIRECTING THE ESTABLISHMENT OF A FUNDING MECHANISM FOR THE PREPARATION OF THE REPORT.

WHEREAS, one of two new key alternate routes identified in Tigard's Transportation System Plan (TSP) is the extension of Wall Street from Hunziker Street to Hall Boulevard; and

WHEREAS, this new route is projected to carry up to 7,000 vehicles per day and relieve Hall Boulevard sufficiently to allow that street to function adequately at 3 instead of 5 lanes; and

WHEREAS, one major property owner along the proposed corridor for the road project is interested in forming a Local Improvement District (LID) for construction of the new connector road; and

WHEREAS, an Option Agreement executed to purchase property from this land owner for the proposed new Tigard Library requires the City to pursue formation of an LID for construction of the street; and

WHEREAS, the City agreed in that Option Agreement to provide the funding for the engineering and construction management of the LID improvements; and

WHEREAS, the Engineering staff prepared a Preliminary Evaluation Report which was submitted to City Council for discussion and direction during the meeting on January 22, 2002; and

WHEREAS, the Preliminary Evaluation Report determined that the proposed LID appears feasible, despite various major issues that need resolution, and recommended that City Council take the next step in the LID formation process by authorizing the preparation of a Preliminary Engineer's Report; and

WHEREAS, the Preliminary Evaluation Report recognized that there is no funding currently available to move ahead with the project and recommended that City Council direct the establishment of that funding mechanism designating the Traffic Impact Fee (TIF) Fund as the funding source; and

WHEREAS, City Council discussed the proposed LID and indicated that the LID boundary and improvements to be constructed by the LID are satisfactory as submitted; and

WHEREAS, City Council has directed staff to prepare a resolution authorizing preparation of a Preliminary Engineer's Report and submit that resolution for adoption at the next Council business meeting.

RESOLUTION NO. 02- 11

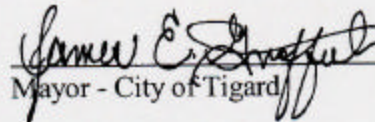
Page 1

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

- SECTION 1:** The Engineering staff is directed to proceed with preparation of Preliminary Engineer's Report for the proposed LID in accordance with the proposed LID boundary and improvements as described in the Preliminary Evaluation Report.
- SECTION 2:** The Preliminary Engineer's Report should include the scope of work, location of the proposed improvements, proposed district boundaries, estimated costs, proposed assessment methods, and other information that may be relevant to the feasibility of the improvements and district. The report should recommend approval, approval with conditions, or denial.
- SECTION 3:** The City of Tigard shall provide the funding for preparation of the Preliminary Engineer's Report. The initial amount needed to prepare the report and continue with the LID formation process is approximately \$325,000.
- SECTION 4:** The City staff is directed to establish the funding mechanism in that amount for the engineering work using the TIF as a funding source. Any budget adjustments requiring Council action and necessary for the establishment of the project funding shall be brought to Council for appropriate action.

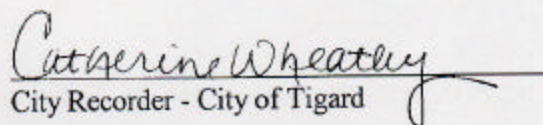
EFFECTIVE DATE: This Resolution shall be effective immediately.

PASSED: This 12th day of February, 2002.



Mayor - City of Tigard

ATTEST:



City Recorder - City of Tigard

L:\Citywide\Res\Resolution Directing Preliminary Engineer's Report for Wall Street LID

RESOLUTION NO. 02-11

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CITY OF TIGARD

CONCEPTUAL ENGINEER'S REPORT

PROJECT NO. 0455

WALL STREET LOCAL

IMPROVEMENT DISTRICT

TIGARD, OREGON

JANUARY, 2003

02.629.118

DeHaas & Associates, Inc.
Suite 300 - AGC Center
9450 SW Commerce Circle
Wilsonville, OR 97070
(503) 682-2450
(503) 682-4018 Fax

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II. EXHIBITS (SEE TABS A, B & C)

- A. General Street Alignment, Typical Sections, Bridge, Lighting, Underground Utilities and Railroad Crossing
- A. Storm Drain, Sanitary Sewer, Water and Wetlands
- A. LID Boundary, Assessable Areas, Right-of-Way Acquisition Areas and Total Assessments

III. ATTACHMENTS (SEE TABS 1 - 11)

1. Preliminary Evaluation Report - Proposed Wall Street LID
2. Resolution 02-11 Calling for Preliminary Engineer=s Report
3. DKS Memorandum - Linkages between Hall, Hunziker and Dartmouth
4. Application for State Highway Approach (Wall Street to Hall Blvd.)
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10. Estimated Right-of-Way Costs
11. Proposed Assessments and Preliminary Assessment Roll

NARRATIVE (2/28/03)

A. BACKGROUND

The extension of Wall Street from Hunziker Street to Hall Boulevard is one of the two key alternative routes identified in Tigard's recently adopted Transportation System Plan (TSP). This proposed new route is projected to carry up to 7,000 vehicles per day and would reduce the level of traffic at two key intersections (Hall Blvd./Hunziker Street and 72nd Avenue/Bonita Road). This Wall Street improvement would allow northbound traffic from South Tigard to bypass Hall Boulevard and proceed directly to Hunziker Street, then North to the Tigard Triangle. A proposed future overcrossing of Highway 217 would allow traffic to connect directly from Hunziker to Hampton Street in the Tigard Triangle. DKS prepared a September 6, 2000 memorandum addressing Linkages between Hall, Hunziker and Dartmouth (See attachment 3). A Preliminary Evaluation Report (Attachment 1) was prepared for the 1/22/02 Council agenda. By resolution No. 02-11 (Attachment 2), City Council directed the preparation of the Preliminary Engineer's Report, as the next step in the process to determine if the Local Improvement District (LID) should be formed.

In September of 2002 the City retained DeHaas & Associates, Inc., a consulting engineering firm, to prepare this Conceptual Report addressing Sensitive Land Areas; Topographic Survey; Roadway Alignment; Bridge Design; Right-of-Way; Permits; Geotechnical Exploration and Report; Storm Drainage; Sanitary Sewers; Water; Utilities (Power, Telephone, Gas, T.V.); Signing and Striping; Landscaping; Coordination with Other Agencies; Neighborhood Contact; Cost Estimate; and Specifications, all culminating in this Conceptual Report.

Subconsultants as follow were retained by DeHaas & Associates, Inc. to address special elements:

OBEC Consulting Engineers	Bridge Design and Hydraulic Investigation
Pacific Habitat Services, Inc. (PHS)	Sensitive Lands
Kittelson & Associates, Inc. (KAI)	Traffic Engineering (Signals, Signing, Striping and Lighting)
Shannon and Wilson, Inc.	Geotechnical Investigations and Reports
David Evans & Associates (DEA)	Railroad Crossing Application
Greenworks, P.C.	Landscaping
Kurahashi & Associates	Water Quality

B. PROPOSED IMPROVEMENTS

1. Street Improvements. Proposed street improvements are approximately 3,200 feet long, beginning at a signalized connection to Hall Blvd. midway between Omara Street and Regina Lane and extending easterly across Fanno Creek and two sets of railroad tracts and along the current Coe Manufacturing Co/Fred Fields access strips (Wall Street) to intersect with Hunziker Street. The general street alignment is illustrated on Exhibit A.

The basic typical section includes a 48ft. width between curbs (2-12ft. travel lanes, a 12ft. left-turn median and 2-6ft. bicycle lanes). The total R/W width will be 70ft. Sidewalks will be 6ft. wide located at the R/W line and the remaining area between the curb and sidewalk will have street trees and landscaping. At the bridge and the railroad crossing the curb to curb width will be reduced to 36ft., eliminating the 12ft. left turn refuge and landscaped area. Lighting and underground utilities (Power, Telephone, Gas, T.V.) will be incorporated into the street improvements. See typical sections Exhibit A.

2. Storm Drain Improvements. Contribution from West of Hall Blvd. South of Wall Street and the portion of Wall Street between Hall Blvd. and Fanno Creek will be piped to a joint water quality facility North of Wall Street serving both Wall Street and the new library site, with effluent to the westerly edge of Fanno Creek North of Wall Street. See Exhibit B.

Contribution from the portion of Wall Street between Fanno Creek and the railroad will be piped to a water quality facility with effluent to the easterly edge of Fanno Creek South of Wall Street. See Exhibit B.

Contribution from the proposed section of Wall Street (between the railroad and Hunziker) will be piped westerly along that section of Wall Street, through a bore under the railroad, then further westerly in the new Wall Street R/W and eventually to the water quality facility with effluent to the easterly edge of Fanno Creek South of Wall Street. See Exhibit B.

3. Sanitary Sewer. Trunk sanitary sewers have been constructed sufficient to provide service to all the large parcels included in the LID boundary except properties No. 5 (Tax Lot 1100) and No. 6 (Tax Lot 800). A 10 inch sanitary sewer will be extended from an existing manhole at the southwesterly line of property No. 8 southeasterly approximately 680ft. to serve properties No. 5 and No. 6 on the southeasterly side of Wall Street. It is assumed that property No. 10 will eventually be combined with another tract that has available sanitary sewer service. See Exhibit B.

No additional sanitary sewer facilities will be constructed as a part of this LID except for adjusting three existing manholes.

4. Water. A new 12 inch water main will be constructed the length of Wall Street providing a loop connection with existing watermain in Hall Blvd. and Hunziker Street. A bore will be required under the railroad tracks. See Exhibit B.
5. Signalization. New signalization will be constructed at the Hall Blvd./Wall Street intersection along with possible interconnect facilities with other signalization on Hall Blvd. as may be directed by the Oregon Department of Transportation (ODOT). Signal design will be based on ODOT Standards, the signal layout being based upon ODOT recommended signal phasing. An interconnect system will be constructed tying this signal to the Hall/Burnham and Hall/McDonald signalized intersections located adjacent to this intersection.
6. Wetland and Buffer Mitigation. Wall Street encroaches on several wetland areas that have been delineated. Mitigation plans will be prepared and a joint permit will be required from the Division of State Lands and Corps of Engineers (DSL/CE). See Exhibit B. The City will request a Comprehensive Plan Amendment and Clean Water Services (CWS) concurrence that the pond, which will be impacted by the improvements, be removed as regulated resource.
7. Railroad Crossing. An at-grade crossing is required over two sets of tracks approximately 90ft. apart. The westerly Oregon Electric track is owned by ODOT. Portland & Western Railroad (PNWR) has an exclusive easement to operate this ODOT track. The easterly track is owned by Union Pacific Railroad (UPRR). PNWR has an operating lease to operate on this easterly track.

PNWR runs eight (8) trains per day in this section of track which could grow to 10 times per day in the future. In addition, this section of track is used for switching, storage and transfer.

Future operations will change with addition of the proposed Washington County Commuter Rail project. The project would add 30 to 50 trains per day at speeds of 60 to 70 miles per hour. Projections are for the commuter rail operation to begin in Fall of 2005. See Exhibit A and Attachment 5.
8. Fanno Creek Bridge. A bridge approximately 320ft. in length is required to cross Fanno Creek without restricting the floodway. See Exhibit A and Attachment 7.
9. Landscaping. The area between the sidewalk and curb will be landscaped with street trees and appropriate ground cover.
10. Water Quality - Water quality facilities will be constructed as required related to the amount of new non-porous surface constructed as a part of the project. See

Exhibit B.

C. RIGHT-OF-WAY ACQUISITION

Right-of-way acquisition will be required from Ident. No=s 1, 2, 3, 4, 5, 6, 7 and 8. Assessed valuations for the land portion of these properties range from 0.62/ft⁵ to 4.00/ft⁵. Any right-of-way taking would require a full appraisal process. The expense of such process is not justified for this Conceptual Report. See Exhibit C for proposed right-of-way acquisition.

For nominal estimating we have assumed that R/W values are based upon the premise that all land being assessed will be served by the proposed Wall Street Improvements and that land in the 100 year flood plain will have a value of only 25% of land outside the flood plain. An additional 25% of the taking cost is added for legal, administration and contingencies. Accordingly we have assigned an assessed valuation of land outside the flood plain at \$3.75/ft⁵ and the net taking cost as $(1.25)(\$3.75) = \$4.69/\text{ft}^5$ and costs inside the flood plain as $\$4.69/4 = \$1.17/\text{ft}^5$.

D. RAILROAD SPUR TRACK ELIMINATION

The railroad spur track in the easterly side of the proposed Wall Street right-of-way northeasterly of the railroad crossing is required to be removed as part of this project. The section of spur track to be eliminated extends across Hunziker Street serving two properties northeasterly of Hunziker, (Tax Lots 103 and 200, Map 2S 1 1BD). Permission for discontinuation of service will have to be obtained from those property owners and acknowledged by railroad officials. See Exhibit A and Attachment 8.

Both properties have been contacted in the process of developing this Conceptual Engineer=s Report. Additional information is being acquired.

Tax Lot 103 is owned by HGM Group, LLC, and Property Manager is Cheryl L. Bennett of Norris, Beggs & Simpson. Cheryl Bennett advises that HGM Group, LLC has no objection to removal of the spur tract providing that the spur extension behind their building is removed in its entirety and the area is graveled and leveled.

Tax Lot 200, Tigard Distribution Center (TDC) is owned by Klokke Corporation and Property Manager is Walter Rivers of Deering Management Group, Inc. City staff corresponded and met with Fred Fields, Walt Rivers and Klokke Corporation=s Attorney, Ron Ferguson, on August 23, 2001 regarding the extension of Wall Street from Hunziker Street to Hall Boulevard. City staff emphasized that the extension was important to Tigard=s future transportation plans and that the removal of the spur tract was essential to the extension. At that meeting Ferguson indicated that his clients were not interested in releasing their interests to the railway spur.

By letter of September 27, 2001, Ferguson to Gus Duenas, Ferguson reiterated the position of August 23, 2001 and stated further that AUnder no circumstances would my client consider attempting to resolve this matter unless and until complete assurances and approval have been received guaranteeing a construction of Wall Street to its anticipated terminus on Hall Blvd.@.

Current discussions with Walt Rivers indicates that Klokke Corporation has not changed its position and additional written responses are forthcoming.

Accordingly, considering the responses of both HGM Group, LLC and Klokke Corporation, for the spur tract to be removed, there will have to be a financial settlement with Klokke, the tracts between the buildings removed and the area smoothed with gravel. Any settlement of this issue would require a full appraisal process and extensive negotiation. The expense of such a process is not justified until the formation of the LID is imminent. For purposes of introducing a cost element relating to this issue, we have assigned a nominal \$50,000 amount, although a taking cost could be a six figure amount.

E. SUMMARY OF PROJECT COSTS

(See Attachment 9 for construction cost breakdowns).

Schedule A - Street Improvements	\$1,601,000
Schedule B - Storm Drain Improvements	253,700
Schedule C - Sanitary Sewer Improvements	40,700
Schedule D - Water Improvements	217,500
Schedule E - Signalization	231,000
Schedule F - Wetland and Buffer Mitigation	121,000
Schedule G - Railroad Crossing & Signals	312,400
Schedule H - Bridge	1,156,700
Schedule I - Landscaping	138,200
Schedule J - Water Quality	36,800
 Total Construction Costs	 \$4,109,000
* Legal, Administrative & Engineering (20%)	821,800
Right-of-Way Acquisition	829,500
Spur Elimination Agreement	50,000
Interest and Costs for Interim Financing (4.5% assumed)	<u>170,000</u>
TOTAL PROJECT COSTS	\$5,980,300

* These costs will be City-Funded

Amount to be assessed by the LID: \$5,980,300 - \$821,800 = \$5,158,500.

F. LID BOUNDARY

The area benefited by the proposed improvements is comprised of large tracts which front on and will take access from Wall Street. Portions of some of the tracts are within the Fanno Creek 100 year flood plain. All tracts will require on-site improvements as they develop. See Exhibit C.

G. RECOMMENDED ASSESSMENT METHODS

All the benefited tracts are large and the proposed improvements provide trunk and basic road facilities enabling future extension into the tracts as they develop. Accordingly, the basic benefit is proportionately related to the area served by the trunk and basic road facilities. The approximate 100 year flood plain line has been located for the purpose of evaluating developable area. While areas within the flood plain have significant value, the proposed improvements do not benefit flood plain areas to the degree that they benefit buildable areas. Accordingly, it is proposed that a factor of only 25% of the flood plain area be used in totaling net area for assessment calculations. Areas within tracts that are taken for right-of-way have not been used when calculating total areas to be assessed. See Exhibit C.

H. PRELIMINARY ASSESSMENTS

Total preliminary assessments, property identification numbers (Ident Nos), Tax Lot and Tax Map numbers, owners and addresses are illustrated on Attachment 11 (Preliminary Assessment Roll). Assessment calculations are shown on Attachment 11 (Proposed Assessments). The cost of extending the 10 inch sanitary sewer to serve properties No. 5 and No. 6 will be assessed directly to these properties on a square foot basis. No other assessments are proposed for sanitary sewers except for manhole adjustment costs.

Costs for assessment purposes will be as follow:

Sanitary sewer extension to serve properties No. 5 and No. 6	\$ 37,100
All other construction	\$4,071,900
Right-of-Way Acquisition	\$ 829,500
Spur Elimination Agreement	\$ 50,000
Interest and Costs for Interim Financing (4.5%)	<u>\$ 170,000</u>
Total Costs to be Assessed	\$5,158,500

I. IMPORTANT and SIGNIFICANT ISSUES

- a. Elimination of Pond and Wetland and Buffer Mitigation
Elimination of the man-made pond will require a comprehensive plan amendment. It is believed that this will receive routine approval inasmuch as the

pond area will be replaced by restoration of the original stream and planned wetland mitigation will enhance the area. Application and permits related to wetlands will have to be processed through the Division of State Lands, Corps of Engineers (DSL/CE) and Washington County WES.

- b. Storm Drainage and Water Quality Improvements
Storm drainage and water quality improvements will require review and approval by Water Environment Services (WES).
- c. Signalization and Connection at Hall Blvd.
Approval of the Wall Street connection to Hall Blvd. and signalization of the intersection will require application and approval from ODOT. ODOT may also require interconnect with existing signals on Hall Blvd. at Burnham and McDonald. The proposed Wall Street connection to Hall Blvd. does not meet ODOT spacing requirements. An exception to the requirements will be required and is expected to be approved. See Attachment 4.
- d. At-Grade Railroad Crossing
Meetings and correspondence with ODOT Rail and Portland & Western Railroad have not been positive. Although a formal permit application with ODOT has not gone through the process a preliminary application has been reviewed by ODOT with a less-than-encouraging response, but included in the statement A No decision has been reached and no staff position has been formulated at this time. (See Attachment 5). Indications from meetings, memorandums, etc. indicate it is questionable whether a new railroad crossing would be approved by ODOT. Portland & Western Railroad representatives indicate they would vigorously fight such a proposal. Best judgment at this time is that the application would be initially denied and the City would be looking at an appeal process. See Attachment 5.

There have been discussions of an elevated crossing or an undercrossing to avoid objections of ODOT and PNWR. The track is elevated approximately 10ft. above adjacent ground. Adding 23ft. required clearance and a minimum beam depth of 4ft. totals 37ft. of grade differential. At 5%, this equals to approximately 740ft. of structure or fill roadway on one side, stretching to the Fanno Creek Bridge and creating access problems on both sides of the tracks and perhaps requirements for frontage roads. Costs would be in the range of many millions, five or more. There were also discussions of an undercrossing. Similar grade and cost issues are involved along with the problem of facilities being constructed below the flood plain.

- e. Bridge Across Fanno Creek
Initial thoughts were that a bridge span crossing Fanno Creek could be similar in length to recent replacement bridges that have been constructed across Fanno

Creek. However, findings are that a new bridge (not a replacement bridge) would have to span the total floodway width (320ft), greatly increasing the cost of the bridge.

There has been discussion of petitioning the Federal Emergency Management Agency (FEMA) with an analysis and plan for reducing the floodway width and therefore enabling shortening of the bridge span.

Rough estimates of costs involved in an application process to FEMA are \$20,000 for expansion of survey data, \$25,000 for modeling, analysis, mapping, notification of impacts, etc. and perhaps \$5,000 for FEMA fees, a total in the range of \$51,000. Indications are that the process at FEMA would take not less than one year, after the receipt of the application, and there is no assurance the effort would be successful. However, additional research is being conducted to better evaluate the FEMA process.

The Conceptual Report for Fanno Creek (Wall Street) Bridge, Attachment 7, discusses the bridge construction, hydraulic investigation and the FEMA process, and also includes a preliminary bridge design illustration along with construction cost breakdowns.

The estimated construction costs for the 320ft. bridge is \$1,156,650. Even if a FEMA process were successful, it's unlikely the width could be shortened to less than, say 240ft. Cost reduction would not be linear. A 240ft. bridge might cost, say \$900,000, still a substantial cost item.

J. NEIGHBORHOOD MEETINGS (None held to date)

K. STATUS, RECOMMENDATIONS and SUMMARY

1. Status

a. Sensitive lands reviews, applications and permits with the Division of State Lands (DSL), the Corps of Engineers and Washington County WES are in the process for the first 425ft. of Wall Street. The magnitude of such additional permitting requirements for the entire LID will be evident from that process.

b. The Application for State Highway Approach (Wall Street to Hall Blvd.) has been submitted to ODOT along with justification for the proposed signalization of the Hall Blvd./Wall Street intersection. An additional signals progression study was required by ODOT and has been submitted. Resulting ODOT requirements will be discussed in the Preliminary

Engineer=s Report.

- c. One of the sensitive lands issues is removal of the man-made pond that occurs within the first 425ft. section of Wall Street. Restoration of the original stream is proposed along with appropriate wetland mitigation. The pond is recognized in the comprehensive plan as a significant wetland and its removal requires a comprehensive plan amendment. The amendment procedure is in process.
- d. Assessments against property are allowed to be bonded up to an amount equal to the assessed valuation of the property less any outstanding assessments. Attachment 11 (Preliminary Assessment Roll) indicates that all the estimated preliminary assessments are well within their bonding capacity.

2. Recommendations

- a. Continuing discussions should be held with the one owner in opposition to the spur track removal. Estimates at taking costs, including the possibility of condemnation should be developed.
- b. Process a formal application to ODOT for the railroad at-grade crossing.
- c. The heavy majority of right-of-way acquisition involves parties seeking the formation of the LID. This would suggest that estimates of right-of-way taking costs for the Preliminary Engineer=s Report could be made from current assessed valuations. Formal appraisals could wait until formation of the LID.
- d. If pending research into the FEMA process suggests a study and application to reduce the effective floodway width of Fanno Creek at the proposed bridge location, would be monetarily effective in reduction of the bridge length, then proceed with such study and application.

3. Summary

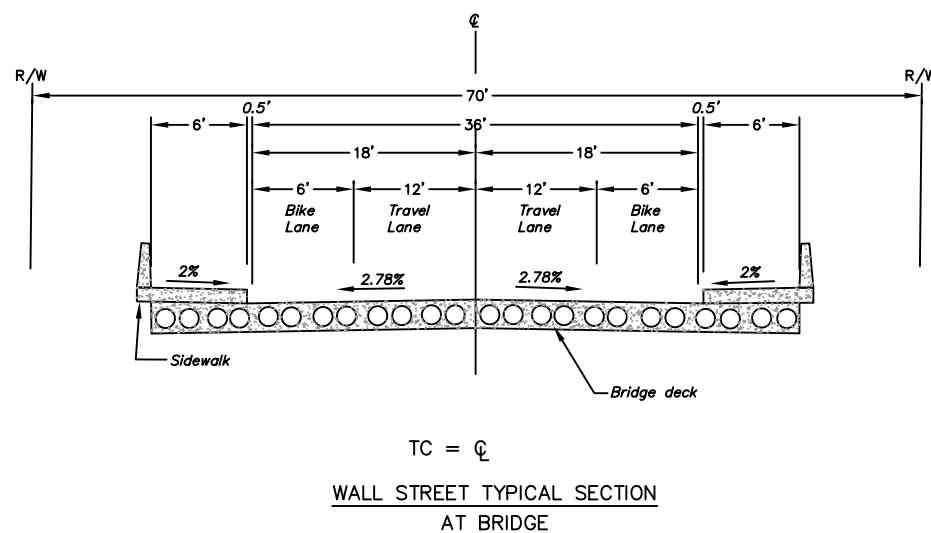
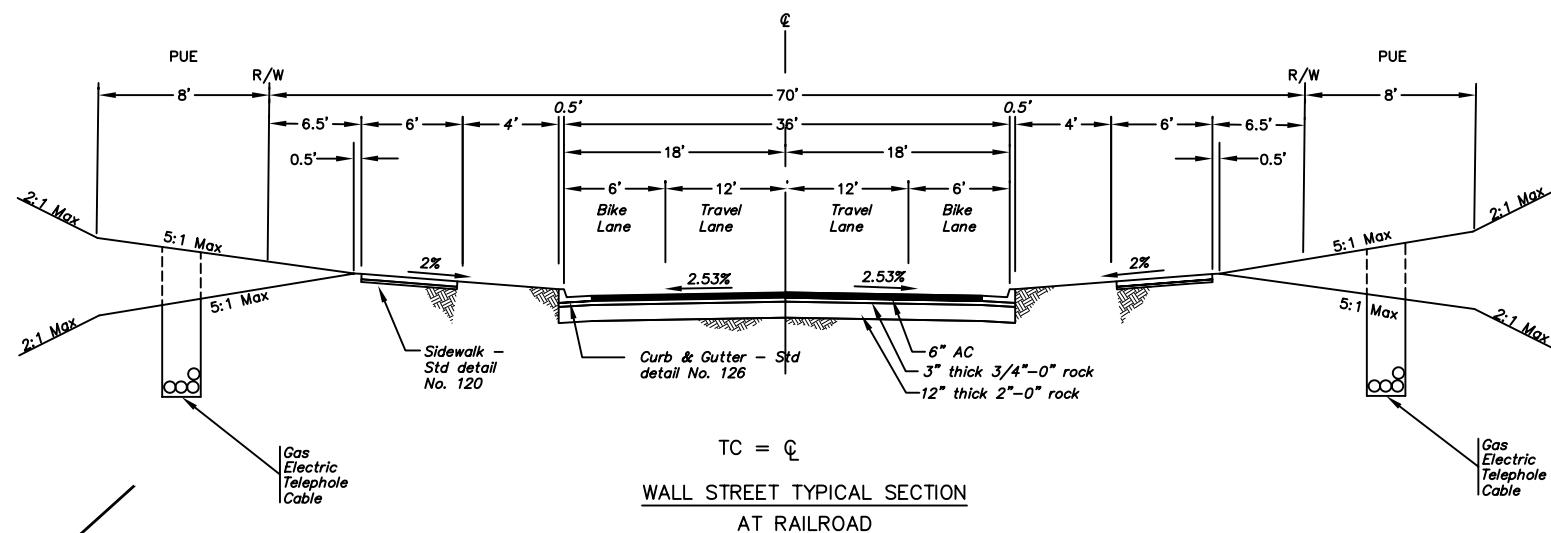
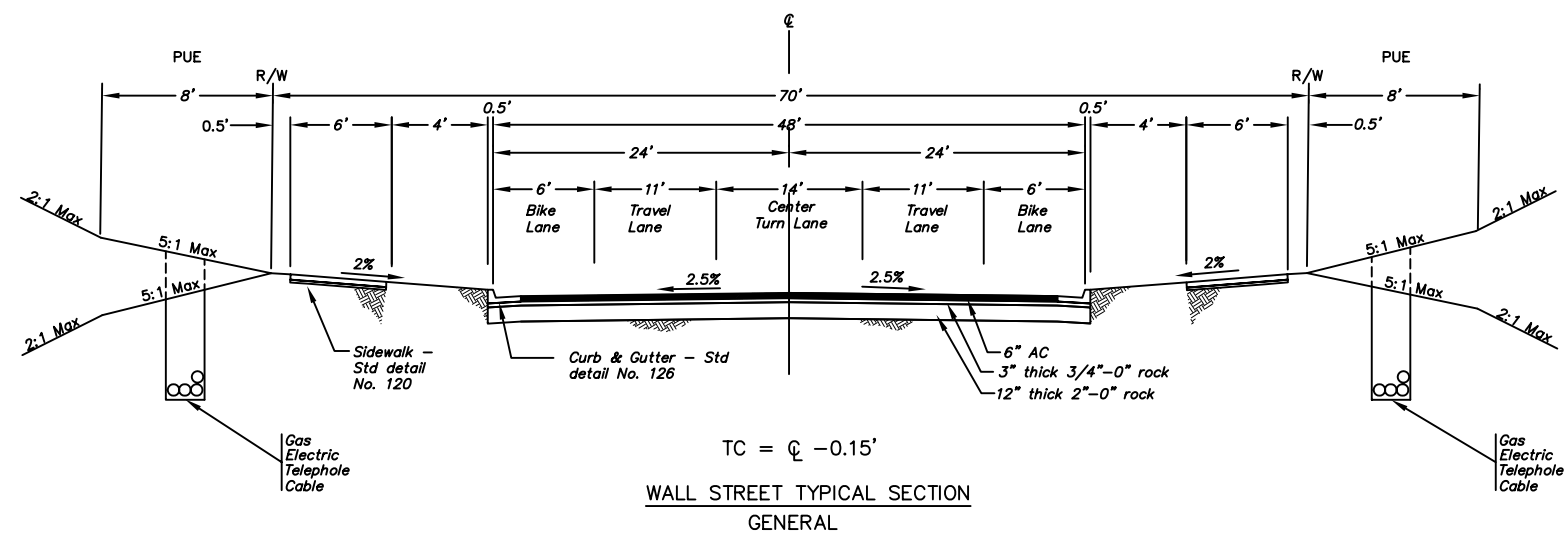
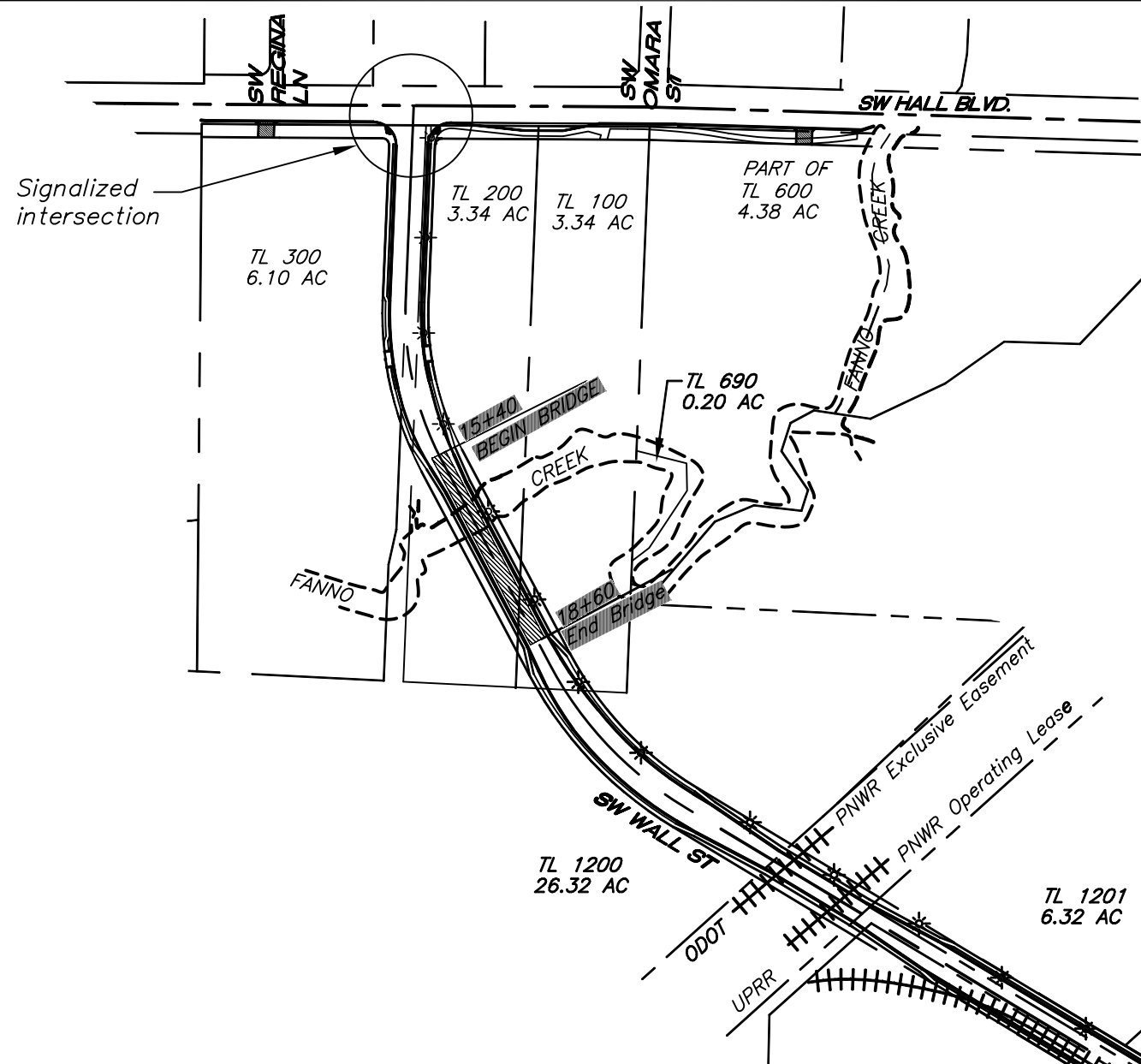
A large majority of property owners have pursued the formation of an LID to construct this project. If the salient issues discussed can be sufficiently addressed and if no other substantial issues arise, the City should call for the Preliminary Engineer=s Report and move forward with formation of the LID.

Respectively Submitted,

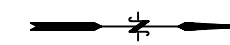
Marlin J. DeHaas, P.E., P.L.S.

Exp. 12/31/03





☀ STREET LIGHT



1" = 250'

EXHIBIT A

GENERAL STREET ALIGNMENT,
TYPICAL SECTIONS, BRIDGE,
LIGHTING, UNDERGROUND
UTILITIES AND RAILROAD
CROSSING.

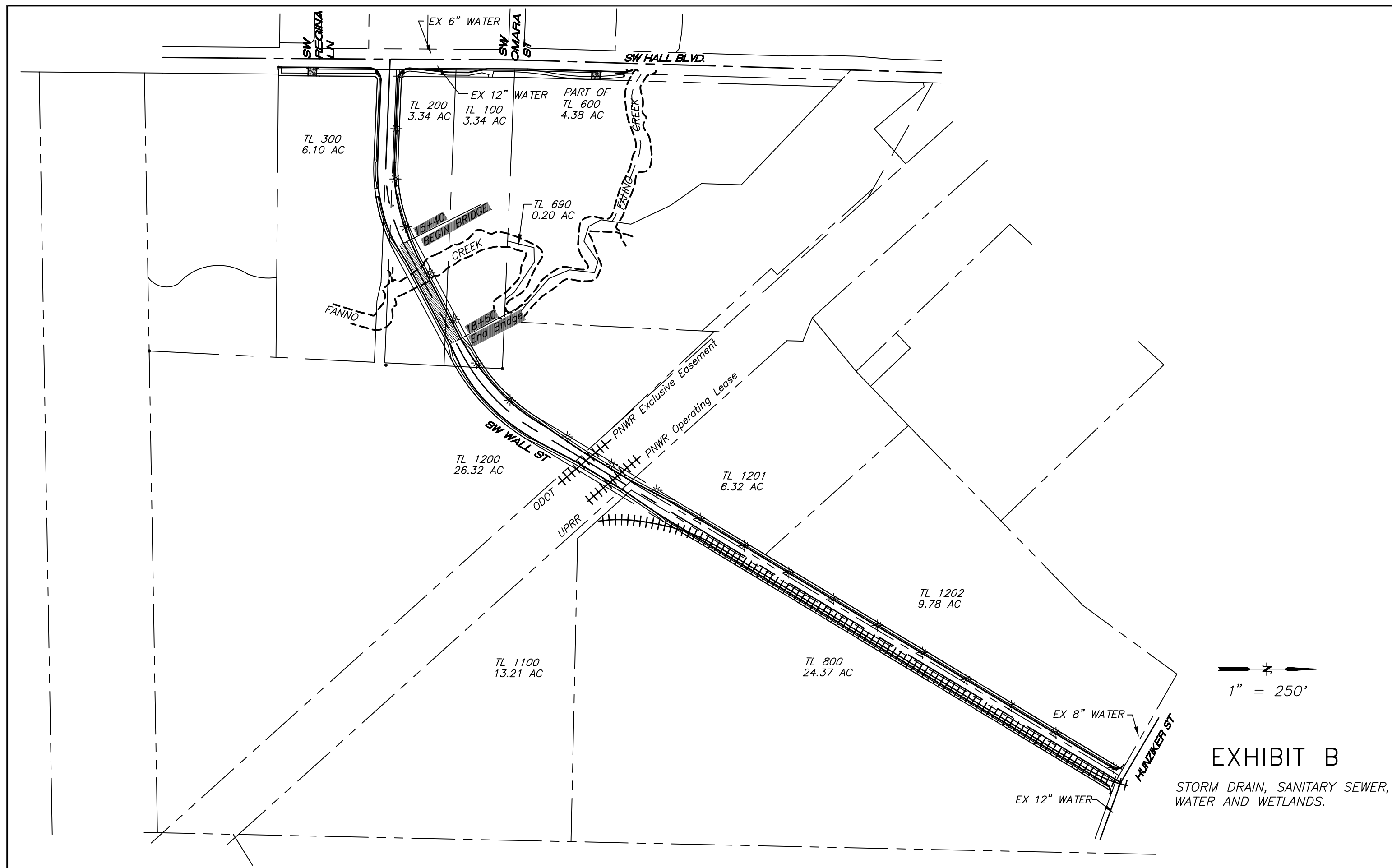


EXHIBIT B

STORM DRAIN, SANITARY SEWER,
WATER AND WETLANDS.

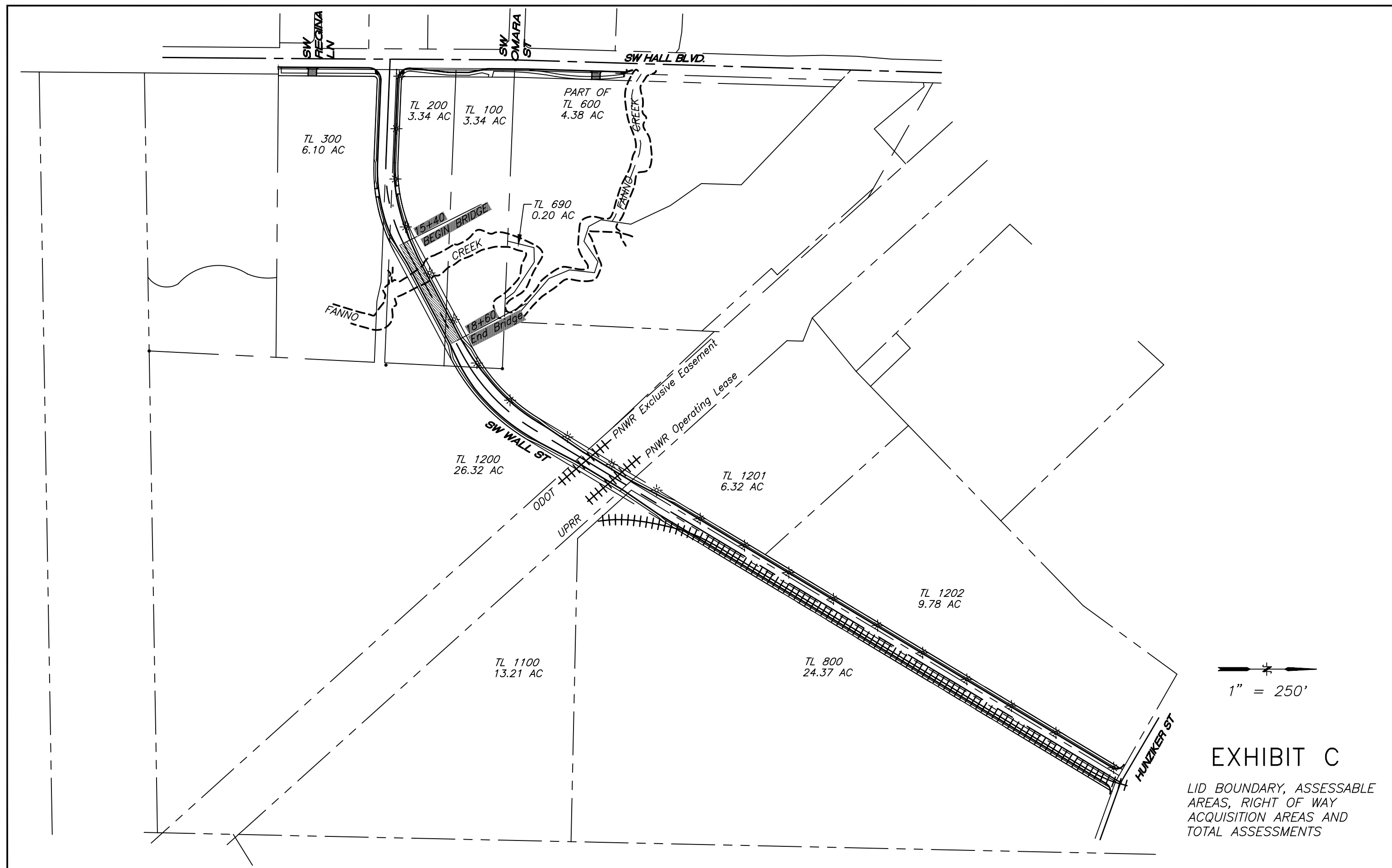


EXHIBIT C

LID BOUNDARY, ASSESSABLE
AREAS, RIGHT OF WAY
ACQUISITION AREAS AND
TOTAL ASSESSMENTS

AGENDA ITEM # _____
FOR AGENDA OF January 22, 2002

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Preliminary Evaluation of the Proposed Wall Street Local Improvement District

PREPARED BY: A.P. Duenas DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Shall City Council proceed with the process to form a Local Improvement District (LID) for design and construction of the Wall Street Extension from Hunziker Street to Hall Boulevard?

STAFF RECOMMENDATION

Staff recommends that City Council direct staff to continue with the next step in the LID formation process in accordance with the recommendations of the Preliminary Evaluation Report.

INFORMATION SUMMARY

One of two new key alternate routes identified in Tigard's recently adopted Transportation System Plan (TSP) is the extension of Wall Street from Hunziker Street to Hall Boulevard. This connection is projected to carry about 5,000 to 7,000 vehicles per day and relieves Hall Boulevard sufficiently to allow that street to function adequately at 3 instead of 5 lanes. This proposed street would allow northbound traffic from south Tigard to bypass Hall Boulevard and proceed directly to Hunziker Street, then north to the Tigard Triangle.

One major property owner along the proposed corridor for the Wall Street Extension is interested in forming an LID for construction of the street connection. An Option Agreement executed to purchase property owned by land owner for a proposed New Tigard Library requires the City to pursue formation of an LID for construction of this street. This street would provide access to property which the landowner currently owns and which has no access to either Hall Boulevard or Hunziker Street. The attached Preliminary Evaluation Report reviews the feasibility of the LID and makes recommendations for City Council to consider.

The findings of the Preliminary Evaluation Report are as follows:

The proposed LID appears feasible despite the numerous major issues that must be resolved. These key issues are listed as follows:

- Removal of the existing spur track adjacent to the existing access road
- Crossing of two main railroad tracks (requires approval by Portland & Western and the Oregon Department of Transportation (ODOT))
- Obtaining all applicable permits for crossing of Fanno Creek, the flood plain, and adjacent wetlands between the railroad tracks and Hall Boulevard.
- Acquisition of property for the road improvements

- Approval from ODOT for the intersection location and improvements at the Wall Street/Hall Boulevard intersection

The alignment shown as Alternative 2 in Exhibit B-2 of the report is the recommended alignment at this point. However, that alignment may shift south on Hall Boulevard if circumstances prove favorable to doing so. The final alignment will be established during the design phase of the project.

The recommendations are as follows:

- That Council direct staff to proceed with the preparation and submittal of the resolution authorizing preparation of the preliminary engineering report, together with any special instructions that should be included in the resolution
- That Council direct the establishment of the funding mechanism for preparation of the report designating the Traffic Impact Fee (TIF) Fund as the funding source

OTHER ALTERNATIVES CONSIDERED

None.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

The improvements proposed by this LID meets the Tigard Beyond Tomorrow goal of *Improve Traffic Flow* by creating an alternative route that bypasses the Hall/Hunziker/Scoffins signals and allows traffic to move directly to Hunziker Street from Hall Boulevard south of City Hall.

ATTACHMENT LIST

Preliminary Evaluation Report for the Proposed Wall Street LID

FISCAL NOTES

There are no funds currently allocated for the Preliminary Engineer's Report. The appropriate funding source for preparation of this report is the TIF Fund. If Council agrees with the recommendation to use TIF funds, the resolution directing the preparation of the Preliminary Engineer's Report will include Council direction to establish the funding mechanism using the TIF as the funding source. The initial amount needed to continue the process is approximately \$325,000.

Preliminary Evaluation Report

Formation of a Local Improvement District for the Wall Street Extension in the City of Tigard

BACKGROUND

The Wall Street Extension

The Oregon Department of Transportation (ODOT) does not have the funding or the intention to address improvements in capacity to Highway 99W or Hall Boulevard in the City of Tigard. For better circulation within the City, alternate routes to bypass Highway 99W and Hall Boulevard must be developed. One of two new key alternate routes identified in Tigard's recently adopted Transportation System Plan (TSP) is the extension of Wall Street from Hunziker Street to Hall Boulevard. This connection is projected to carry about 5,000 to 7,000 vehicles per day and would reduce the level of traffic at two key intersections (Hall/Hunziker and 72nd/Bonita Road). Based on traffic modeling conducted for the draft TSP, this new connector produces adequate capacity at those two intersections and relieves Hall Boulevard sufficiently to allow that street to function adequately at 3 instead of 5 lanes. This proposed street would allow northbound traffic from south Tigard to bypass Hall Boulevard and proceed directly to Hunziker Street, then north to the Tigard Triangle. A proposed future overcrossing of Highway 217 would allow traffic to connect directly from Hunziker to Hampton Street in the Tigard Triangle.

Mr. Fred Fields is the owner of several parcels of property through which the proposed street could be constructed. In an Option Agreement (attached as Exhibit A) dated December 18, 2001 for purchase of property needed for a proposed new Tigard Library, the City agreed to consult and reasonably cooperate with Mr. Fields regarding establishment of a road to provide that connection from Hall Boulevard to Hunziker Street, and to proceed with the formation of a local improvement district (LID) to finance construction of the road. In this same Option Agreement, the City agreed to fund the costs of engineering and construction management for the construction of this road.

The LID Process

The LID process is outlined in Title 13, Chapter 13.04 of the Tigard Municipal Code. The LID Ordinance is in the process of being updated and with the proposed revisions scheduled for Council consideration on January 8, 2002. The proposed revisions to the LID ordinance remove the requirement for a Preliminary Evaluation Report, substituting a staff report by the City Engineer for that portion of the process. However, the revisions to the LID ordinance will not take effect until at least 30 days after passage. Hence, the Preliminary Evaluation Report is still part of the process until superceded by the revised ordinance. The process is therefore as follows, assuming positive recommendations to Council and approval by Council to proceed to the next steps in the process:

- Preparation of the Preliminary Evaluation Report (This Report)
- Submittal of the report to City Council for discussion and direction
- Council adopts a resolution directing staff to prepare the Preliminary Engineer's Report
- Approval of the Preliminary Engineer's Report and Council direction to prepare an ordinance forming the LID
- Formation of the District by Ordinance
- Preparation of final plans and specifications
- Construction of the improvements
- Determination and levying of assessments

Current Situation

The existing Wall Street between Hunziker Street and the existing railroad tracks is a paved two-lane road providing access to the buildings on the west side of road. There is an existing railroad spur track parallel to the access road, which runs from the main tracks to serve the properties north of Hunziker.

There is no existing road from the railroad tracks to Hall Boulevard. Between the tracks and Hall Boulevard are a flood plain, wetlands, and Fanno Creek. A road constructed to provide a connection from Hunziker Street would have to resolve the following issues:

- Removal of the existing spur track adjacent to the existing access road
- Crossing of two main railroad tracks
- Crossing of Fanno Creek, the flood plain, and adjacent wetlands between the railroad tracks and Hall Boulevard.

Status of Land Use Applications

A conditional use permit for a temporary use as a dog park on the undeveloped portion of Tax Lot ID# 2S1010001202 may be issued in the future. The application has not yet been submitted, but would probably be submitted in the next few months. The use of this property as a dog park should not adversely affect the formation of the LID.

Major Collector Street Requirements

The City of Tigard Public Improvement Design Standards call for the following on Major Collectors:

Required ROW:	60-80 feet (minimum)
Pavement requirement:	44 feet curb to curb (minimum)
Sidewalks:	6-foot sidewalks (minimum)
Planter Strips:	1.5 feet (minimum)
Street Trees:	Street trees are required; must be on the approved street tree list

There is no existing rights-of-way along the proposed corridor for the Wall Street Extension. The required rights-of-way would have to be acquired from the property owners for the project to be constructed.

ASSUMPTIONS

This report assumes that the proposed library site remains under the ownership of Mr. Fred Fields and includes the property as part of the LID. This is a worst case scenario because if the library bond issue does not pass and the LID formation proceeds, the properties in the proposed site would be included in the LID. In addition, no contributions from the library bond are included. Should the bond issue pass, the costs can be reduced accordingly.

ALTERNATIVES CONSIDERED

There are four alternatives considered to provide the connection from Hunziker Street to Hall Boulevard. All four alternatives include a common segment from the railroad tracks to Hunziker. They differ in alignment from the railroad tracks to Hall Boulevard. The alternatives are described as follows and are depicted in the attached drawings labeled Exhibits B-1 through B-4:

- **Alternative 1:** Connect Wall Street to Hall Boulevard at O'Mara Street. This alternative works well for traffic circulation, but severely impacts the property as a future library site and creates a situation whereby traffic could increase along O'Mara to the detriment of the surrounding neighborhood. (See Exhibit B-1). The estimated cost for the project (excluding rights-of-way acquisition) is approximately \$4.37 million.
- **Alternative 2:** Connect Wall Street to Hall Boulevard at the south end of Tax Lot ID# 2S102DD00200. This would include the 20-foot access easement immediately south of this tax lot. This alignment locates the intersection approximately 350 feet south of the Hall/O'Mara intersection. This is not the ideal alignment from the standpoint of intersection spacing and traffic circulation, but moves the street to the south end of the proposed library site and allows for construction of the library and site development as envisioned in the model prepared for the New Tigard Library. A variation to this alternative would be to move the street up to 70 to 80 feet south of the access easement. This variation would require acquisition of rights-of-way from the lot adjacent to the library site, but would allow for better use of the library site for site development and parking. (See Exhibit B-2). The estimated cost for the project (excluding rights-of-way acquisition) is approximately \$4.34 million.
- **Alternative 3:** Connect Wall Street to Hall Boulevard at the south end of Tax ID# 2S102DD00300. This alignment is at the south end of property that is not owned by Mr. Fields. The owner of that property has placed the property for sale. This alignment would be ideal from the standpoint of intersection spacing because it places Wall Street approximately 650 feet from O'Mara Street to the north and the same distance from McDonald Street to the south. The disadvantages are that the property is not under the control of Mr. Fields and would require land acquisition from the adjacent property owner to accommodate the street construction. In addition, unless

the City purchases the entire parcel, development would most likely eventually occur north of the proposed road. This future development may or may not be compatible with the proposed library. Alternatives 3 and 4 are two slightly different variations of the same basic alignment. Alternative 3 begins the curve in the street earlier than Alternative 4 and leaves less of the parcel for development. (See Exhibit B-3). The estimated cost for the project (excluding rights-of-way acquisition) is approximately \$4.52 million.

- **Alternative 4:** Connect Wall Street to Hall Boulevard at the south end of Tax ID# 2S102DD00300. This alignment begins the curve towards the railroad tracks later than Alternative 3 and leaves slightly more land available for development north of the road. (See Exhibit B-4). The estimated cost for the project (excluding rights-of-way acquisition) is approximately \$4.82 million.

The costs for the first three alternatives are basically the same. Alternative 4 is the most expensive at approximately \$300,000 more than any of the other alternatives.

ISSUES TO BE RESOLVED

Some of the major issues that need to be resolved for the successful implementation of the improvements in the proposed LID are:

- Removal of the existing spur track adjacent to the existing access road
- Crossing of two main railroad tracks (requires approval by Portland & Western and the Oregon Department of Transportation (ODOT))
- Obtaining all applicable permits for crossing of Fanno Creek, the flood plain, and adjacent wetlands between the railroad tracks and Hall Boulevard.
- Acquisition of property for the road improvements
- Approval from ODOT for the intersection location and improvements at the Wall Street/Hall Boulevard intersection

RECOMMENDED ALIGNMENT

Alternative 2 appears to be the most suitable alignment for the proposed LID. It moves the street to the south end of the proposed new library site and allows development of the library as envisioned in the concept plan and model. Moving the street even further south into the property to the south of the proposed library site would maximize the development potential of the new library. An analysis should be performed to determine the cost of acquiring the additional property versus the expected benefits. This analysis should be part of the preliminary engineering report that fixes the final alignment for development of the plans for construction.

ESTIMATED COSTS

The following are the estimated costs for the Wall Street Extension using the alignment described in Alternative 2:

Description	Estimated Cost
Wall Street Extension from Hunziker Street to the railroad tracks (not including the railroad crossing). This is common to all four alternatives	\$1,150,000
Wall Street from the railroad tracks (including the crossing and related improvements) to Hall Boulevard	\$3,190,000
Project Subtotal (Improvements only)	\$4,340,000
Land Acquisition costs for rights-of-way to allow for construction of the improvements (70 feet in width plus intersection widenings at Hunziker and at Hall.	\$1,770,000
Subtotal (Land Acquisition Costs)	\$1,770,000
Total Cost for the LID Project (not including interest on the interim financing)	\$6,110,000
Interest & related costs for Interim Financing (4.5% assumed)	\$940,000
Total Cost for LID Improvements	\$7,050,000

COSTS FOR THE PRELIMINARY ENGINEERING REPORT PREPARATION

The total estimated project cost (excluding land acquisition and interest on the interim financing) is \$4,340,000.00. The engineering and construction management costs should be approximately 15% of this, or approximately \$650,000.00. The preliminary engineering report needs to include preparation of construction plans and specifications sufficient to provide a detailed cost estimate. Assuming the preliminary engineering report needs to provide plans and specifications up to at least 60% stage, the cost for the preliminary engineering report preparation should be established at approximately \$325,000.00. Because this is a City-initiated LID, the City would have to finance the costs to prepare the Preliminary Engineering Report.

EVALUATION OF THE PROPOSED LID

Advantages

Exhibit C shows the properties involved and the proposed district boundary based on implementation of Alternative 2, the recommended alignment for the new Wall Street Extension. The properties owned by Mr. Fields constitute slightly over 76% of the benefited

properties in the proposed LID. Exhibit D shows the following for each lot: the tax lot number, the owner, the size in square feet, and the percentage of each lot in relation to the aggregate total in square feet of all lots. In addition, it summarizes the lots by ownership and presents the percentages of the total for each owner.

The TMC prohibits Council from proceeding with the formation of the district if the property owners owning two-thirds of the land area in the proposed LID remonstrate against the formation of the LID. In this case, successful formation of the LID is assured since landowners in only 24% of the land area can remonstrate against the LID formation. In addition, the owner of Tax Lot ID# 2S1 02DD00300 has indicated a willingness to participate in the formation of an LID to build a road to which future development on that lot can connect. Mr. Fields has also stated that the new owners of COE Manufacturing have indicated no objections to the proposed LID. This does need to be verified, but if true, would guarantee successful formation of the LID.

The willing participation of a major landowner with benefiting properties along the proposed route offers a rare opportunity for construction in the immediate future of a major connection that alleviates the traffic congestion at the Hall/Hunziker/Scoffins intersections. This opportunity may not come again, especially if the various parcels are sold resulting in multiple landowners along the proposed route.

Disadvantages

The existing flood plain, wetlands and Fanno Creek are all obstacles to construction of the new roadway. Permits have to be obtained for the crossings and creek realignment, and wetlands mitigation will be required as part of this process. In addition, approval from Portland & Western and ODOT for new at-grade railroad crossings (two tracks must be crossed) may prove difficult to obtain. Finally, the Local Improvement District formed will have to acquire the rights-of-way needed for the roadway construction. This further adds to the cost of the total overall improvement costs.

There is no funding currently available to continue the LID formation process. The most likely primary source of funding for the preliminary engineering report preparation, as well as the engineering and construction management costs, is the Traffic Impact Fee Fund.

Because this is not an authorized project under the FY 2001-02 Capital Improvement Program, funding needs to be made available to proceed with the Preliminary Engineering Report initially, followed by engineering design and eventually construction management of the project. There is a risk that expenditures by the City in the formation process may not result in construction of the desired project. The issues to be resolved are serious and may not be resolved in a timely manner. In addition, there is always the possibility that the major land owner could withdraw support for the LID at any step in the process. Any costs incurred to that point would be the City's responsibility. On the other hand, the importance of this connection does appear to warrant the effort to move forward towards eventual construction of the project.

Feasibility of the LID

The LID does appear feasible. However, the total costs are relatively high because of the railroad crossings, flood plain, wetlands and creek that lie in the proposed alignment. With land acquisition and interim financing costs factored in, the total LID cost is slightly over \$7 million. The value of the properties owned by the owner representing approximately 76% of the benefited properties can be generally estimated at \$10 million using a relatively low and conservative \$3 per square foot as an average cost of the undeveloped property. It appears that the costs of the LID can be covered by the value of these properties.

If the major property owner is still interested in proceeding with the LID (after seeing the anticipated costs involved), the City can continue with the next step in the process to form it.

Possible Assessment Methods

There are several ways that benefit to the property owners can be determined and assessment proportional to the benefits received can be established. These methods include street frontage, total area owned, or a mixture of both. The actual method or methods of assessment should be developed and recommended to City Council as part of the preliminary engineering report.

RECOMMENDATIONS

The proposed LID appears feasible despite the numerous major issues that must be resolved. These key issues are reiterated as follows:

- Removal of the existing spur track adjacent to the existing access road
- Crossing of two main railroad tracks (requires approval by Portland & Western and the Oregon Department of Transportation (ODOT))
- Obtaining all applicable permits for crossing of Fanno Creek, the flood plain, and adjacent wetlands between the railroad tracks and Hall Boulevard.
- Acquisition of property for the road improvements
- Approval from ODOT for the intersection location and improvements at the Wall Street/Hall Boulevard intersection

The alignment shown as Alternative 2 in Exhibit B-2 is the recommended alignment at this point. However, that alignment may shift south on Hall Boulevard if circumstances prove favorable to doing so. The final alignment will be established during the design phase of the project.

The recommendations are as follows:

- That Council direct staff to proceed with the preparation and submittal of the resolution authorizing preparation of the Preliminary Engineer's Report, together with any special instructions that should be included in the resolution
- That Council direct the establishment of the funding mechanism for preparation of the report designating the Traffic Impact Fee (TIF) Fund as the funding source

The appropriate funding source for the Preliminary Engineer's Report is the TIF Fund. However, before the TIF Fund can be designated as that source, the Wall Street Extension has to be added to the Countywide Traffic Impact Fee Base Report as an eligible collector facility. Council approved the Transportation System Plan (TSP) at the meeting on January 8, 2002. The ordinance approving the TSP becomes effective 30 days after that date. Both the addition of Wall Street to the Base Report and the request for use of TIF funds for the Preliminary Engineer's Report have to be approved by the Washington County Coordinating Committee (WCCC). The current practice is for its technical arm, the WCCC Transportation Advisory Committee, to review all such requests and make a recommendation to the WCCC. This could take two to three months, depending upon the meeting schedules for those two bodies. If funding is needed while this process to get TIF funding approval for the project is still underway, internal borrowing from the General Fund in the interim could be authorized.

WHAT'S NEXT

After considering the Preliminary Evaluation Report, Council may direct staff to terminate work on the proposed district, or continue with the process by adopting a resolution directing staff to prepare a preliminary engineer's report. The resolution, to be prepared by staff for Council adoption, will include any specific instructions resulting from Council's discussion and decisions after reviewing the Preliminary Evaluation Report. It will also include direction from Council on the funding mechanism to be established for preparation of the report. The recommended funding source is the TIF Fund. The costs to prepare the report can be rolled into the overall LID costs. However, because the City has committed to funding the engineering and construction management costs, these costs will be deducted from the overall costs when the LID assessments are computed. The resolution, if directed by Council, would be prepared and submitted to Council at the next available business meeting.

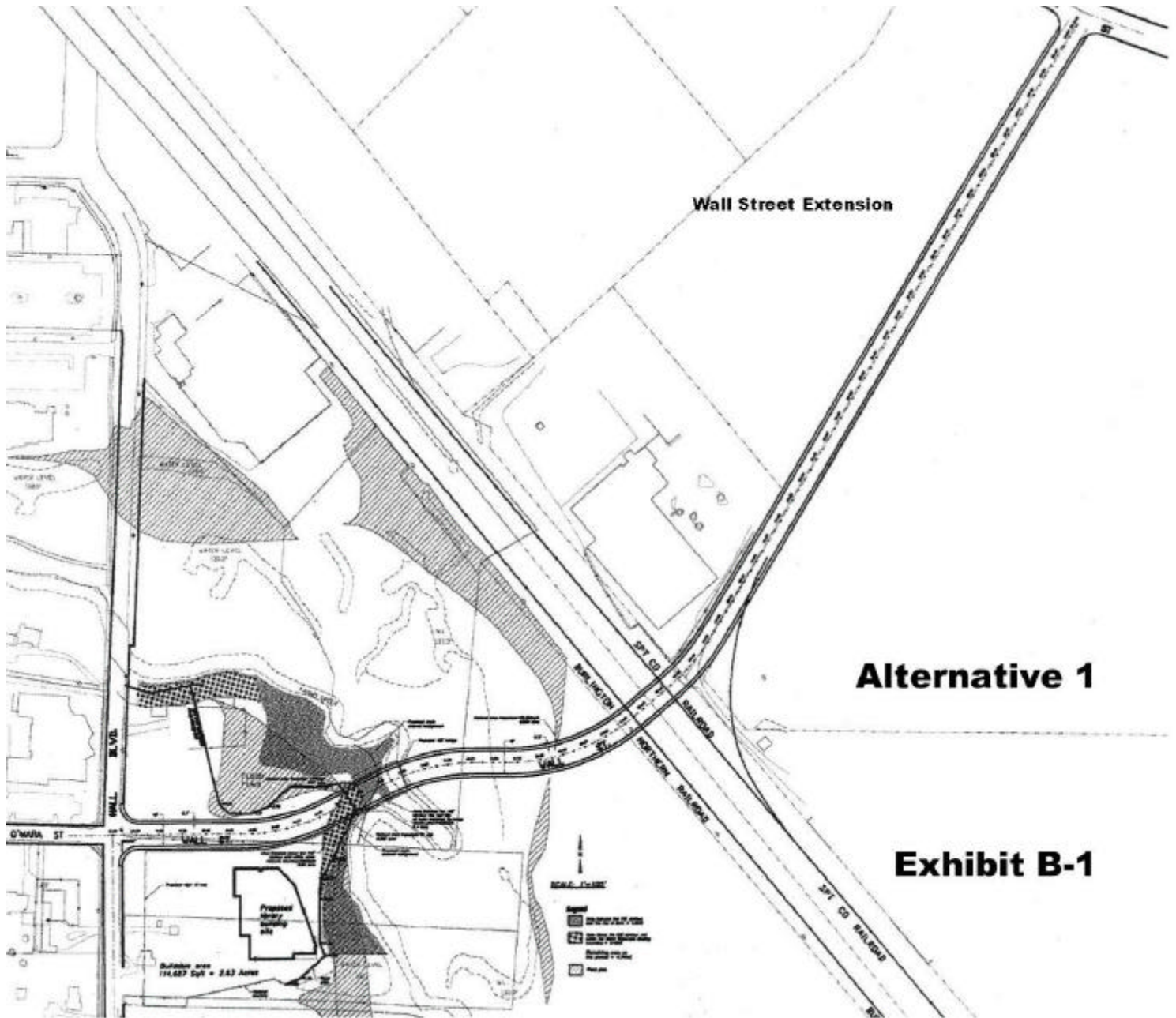
The Preliminary Engineer's Report should include the scope of work, location of the proposed improvements, proposed district boundaries, estimated costs, and other information that may be relevant to the feasibility of the improvements and district. The report should recommend approval, approval with conditions, or denial

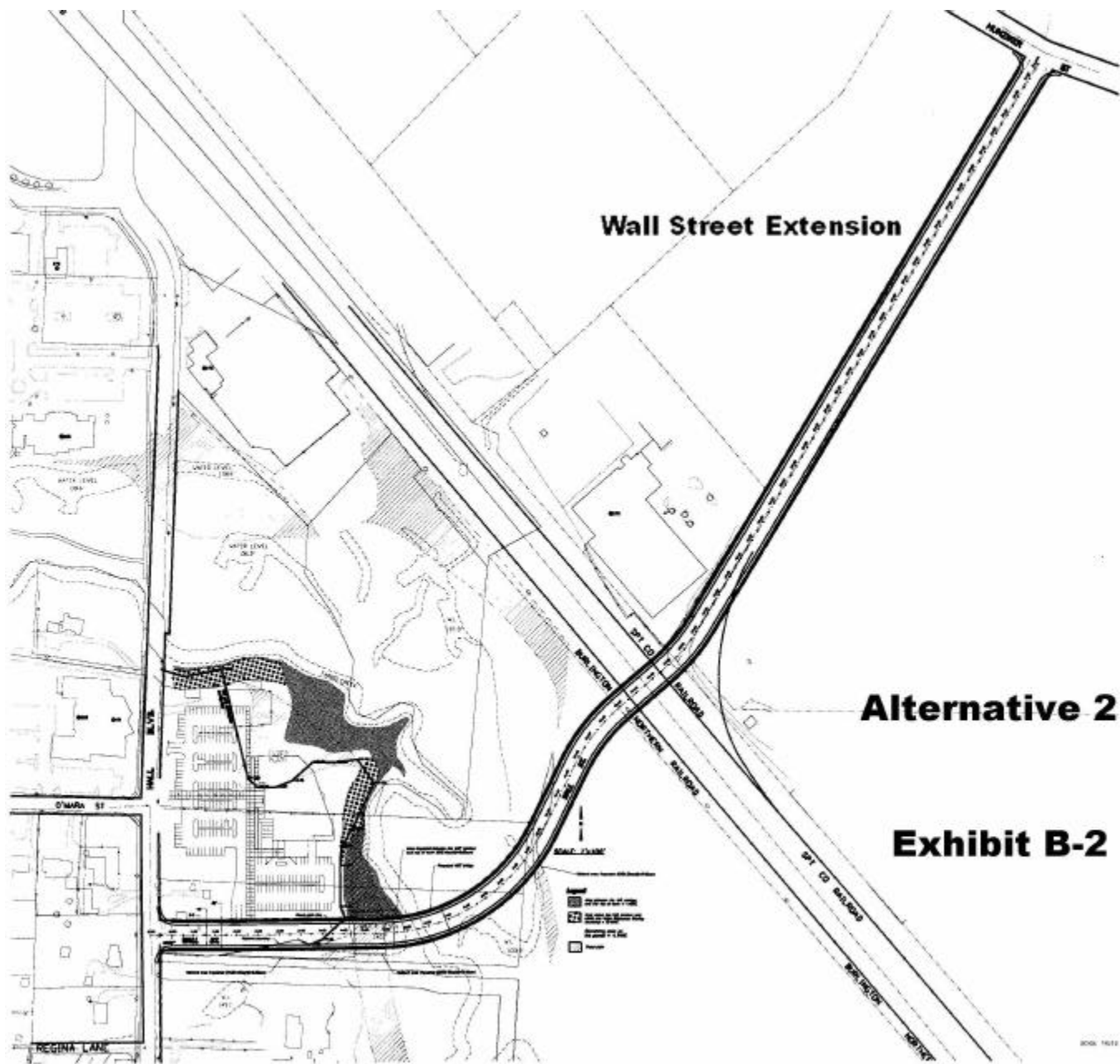
If, based on the Preliminary Engineer's Report, Council decides to proceed with the formation of the LID, Council needs to declare its intention to form the district and proceed with the district formation and construction of improvements in accordance with Chapter 13.04 of the TMC.

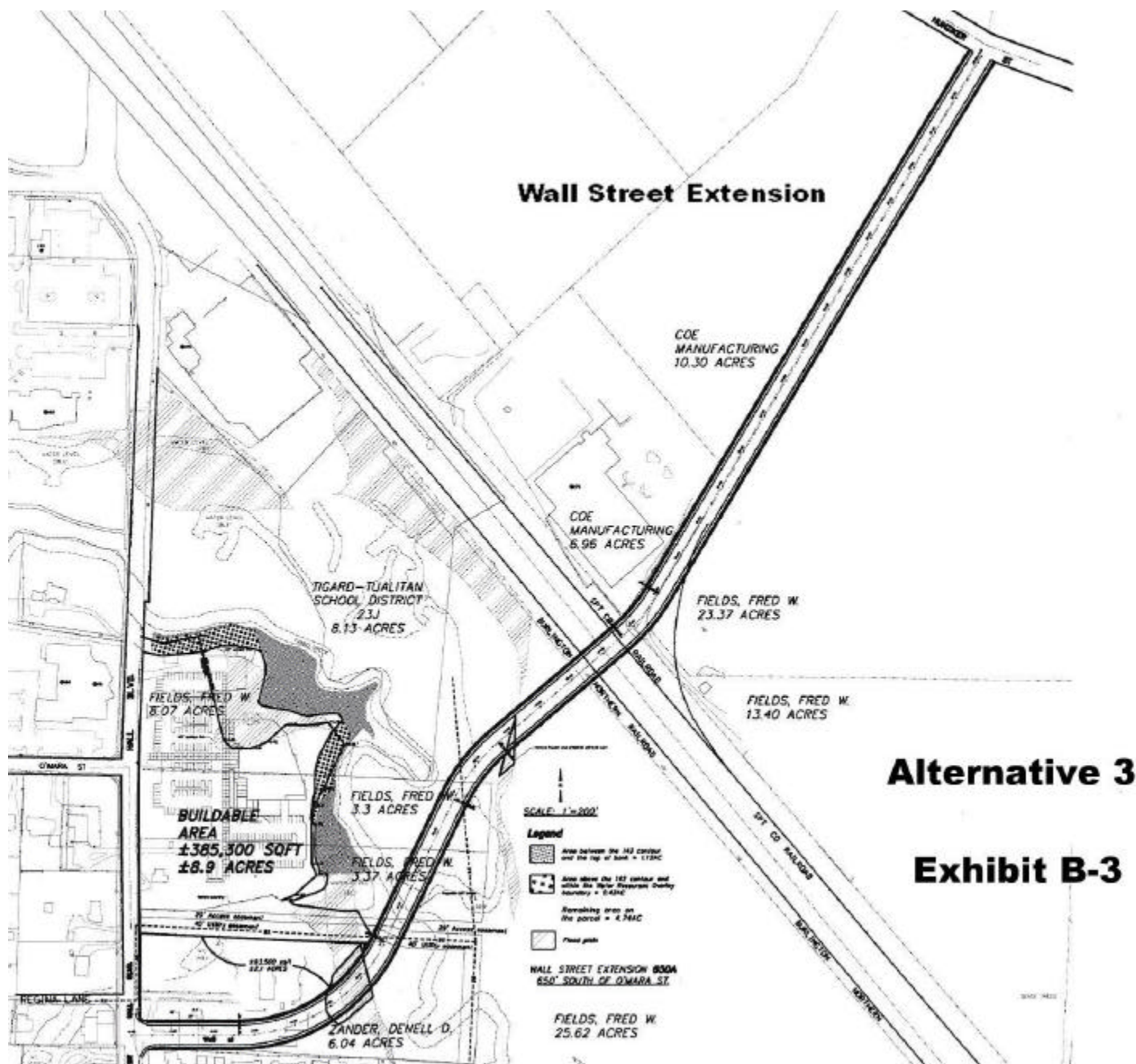
Attachments:

Exhibit A – Option Agreement for purchase of property for a New Tigard Library
Exhibit B-1 to B-4 – Alternative alignments for the Wall Street Extension
Exhibit C – Proposed district boundary with benefited properties shown
Exhibit D – LID Ownership Percentage Analysis

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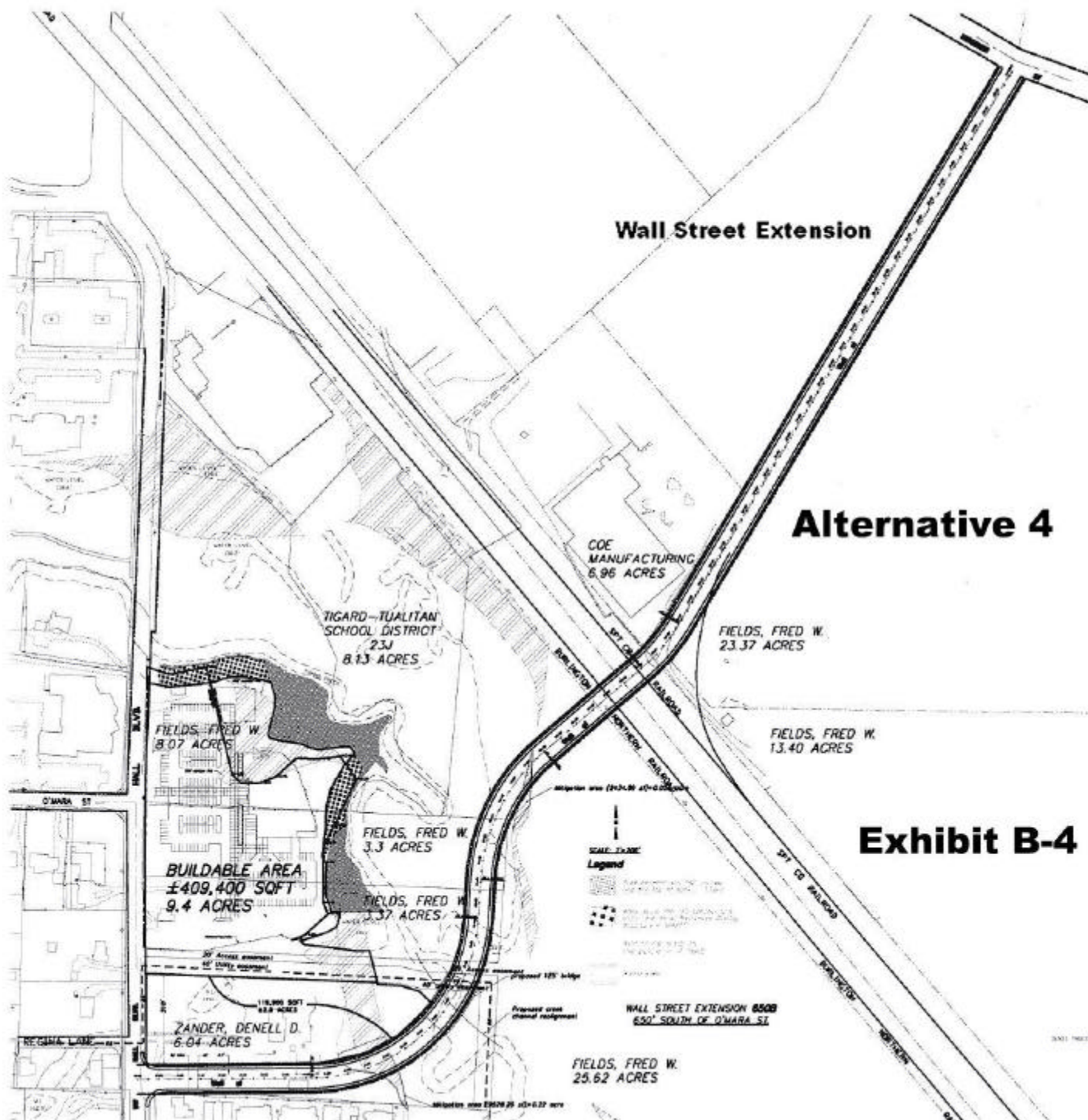


Exhibit C



Proposed LID Boundary for Wall Street Extension LID

LID Ownership Percentage Analysis

Wall Street Extension LID

Tax Lot Ownership

Taxlot ID	Owner	Area Sq ft	Acres
2S1010001201	COE MANUFACTURING CO, THE	303,170.8	6.32
2S1010001202	COE MANUFACTURING COMPANY	448,877.9	9.78
2S1010001100	FIELDS, FRED W	583,516.6	13.21
2S1010000800	FIELDS, FRED W	1,017,969.0	24.37
2S1010001200	FIELDS, FRED W	1,116,072.0	26.32
2S102DD00100	FIELDS, FRED W	145,096.3	3.37
2S102DD00200	FIELDS, FRED W	143,962.2	3.37
2S102DA00600	FIELDS, FRED W	351,382.2	8.03
2S102DD00300	ZANDER, DENELL D	263,051.8	6.16

Summary By Percentages

Owner	Area Sq ft	Percentage
FIELDS, FRED W	3,357,998.2	76.8%
COE MANUFACTURING CO, THE	752,048.7	17.2%
ZANDER, DENELL D	263,051.8	6.0%
Total Area (Square Feet)	4,373,098.7	100.0%

Exhibit D

CITY OF TIGARD, OREGON

RESOLUTION NO. 02- //

A RESOLUTION DIRECTING THE ENGINEERING STAFF TO PREPARE A PRELIMINARY ENGINEER'S REPORT FOR THE PROPOSED WALL STREET LOCAL IMPROVEMENT DISTRICT AND DIRECTING THE ESTABLISHMENT OF A FUNDING MECHANISM FOR THE PREPARATION OF THE REPORT.

WHEREAS, one of two new key alternate routes identified in Tigard's Transportation System Plan (TSP) is the extension of Wall Street from Hunziker Street to Hall Boulevard; and

WHEREAS, this new route is projected to carry up to 7,000 vehicles per day and relieve Hall Boulevard sufficiently to allow that street to function adequately at 3 instead of 5 lanes; and

WHEREAS, one major property owner along the proposed corridor for the road project is interested in forming a Local Improvement District (LID) for construction of the new connector road; and

WHEREAS, an Option Agreement executed to purchase property from this land owner for the proposed new Tigard Library requires the City to pursue formation of an LID for construction of the street; and

WHEREAS, the City agreed in that Option Agreement to provide the funding for the engineering and construction management of the LID improvements; and

WHEREAS, the Engineering staff prepared a Preliminary Evaluation Report which was submitted to City Council for discussion and direction during the meeting on January 22, 2002; and

WHEREAS, the Preliminary Evaluation Report determined that the proposed LID appears feasible, despite various major issues that need resolution, and recommended that City Council take the next step in the LID formation process by authorizing the preparation of a Preliminary Engineer's Report; and

WHEREAS, the Preliminary Evaluation Report recognized that there is no funding currently available to move ahead with the project and recommended that City Council direct the establishment of that funding mechanism designating the Traffic Impact Fee (TIF) Fund as the funding source; and

WHEREAS, City Council discussed the proposed LID and indicated that the LID boundary and improvements to be constructed by the LID are satisfactory as submitted; and

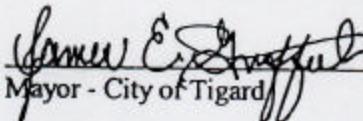
WHEREAS, City Council has directed staff to prepare a resolution authorizing preparation of a Preliminary Engineer's Report and submit that resolution for adoption at the next Council business meeting.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

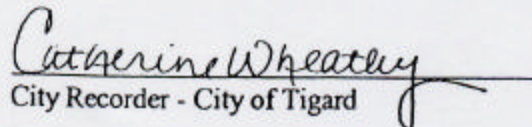
- SECTION 1:** The Engineering staff is directed to proceed with preparation of Preliminary Engineer's Report for the proposed LID in accordance with the proposed LID boundary and improvements as described in the Preliminary Evaluation Report.
- SECTION 2:** The Preliminary Engineer's Report should include the scope of work, location of the proposed improvements, proposed district boundaries, estimated costs, proposed assessment methods, and other information that may be relevant to the feasibility of the improvements and district. The report should recommend approval, approval with conditions, or denial.
- SECTION 3:** The City of Tigard shall provide the funding for preparation of the Preliminary Engineer's Report. The initial amount needed to prepare the report and continue with the LID formation process is approximately \$325,000.
- SECTION 4:** The City staff is directed to establish the funding mechanism in that amount for the engineering work using the TIF as a funding source. Any budget adjustments requiring Council action and necessary for the establishment of the project funding shall be brought to Council for appropriate action.

EFFECTIVE DATE: This Resolution shall be effective immediately.

PASSED: This 12th day of February, 2002.


Mayor - City of Tigard

ATTEST:


City Recorder - City of Tigard

F:\Citywide\Res\Resolution Directing Preliminary Engineer's Report for Wall Street LID

DKS Associates

1400 SW 5th Avenue, Suite 500
Portland, OR 97201
Phone (503) 243-3500
Fax (503) 243-1934

MEMORANDUM

TO: Gus Duenas, City of Tigard
Laurie Nicholson, City of Tigard

FROM: R. S. McCourt, P.E.

DATE: September 6, 2000

SUBJECT: Tigard TSP - Linkages between Hall, Hunziker and Dartmouth

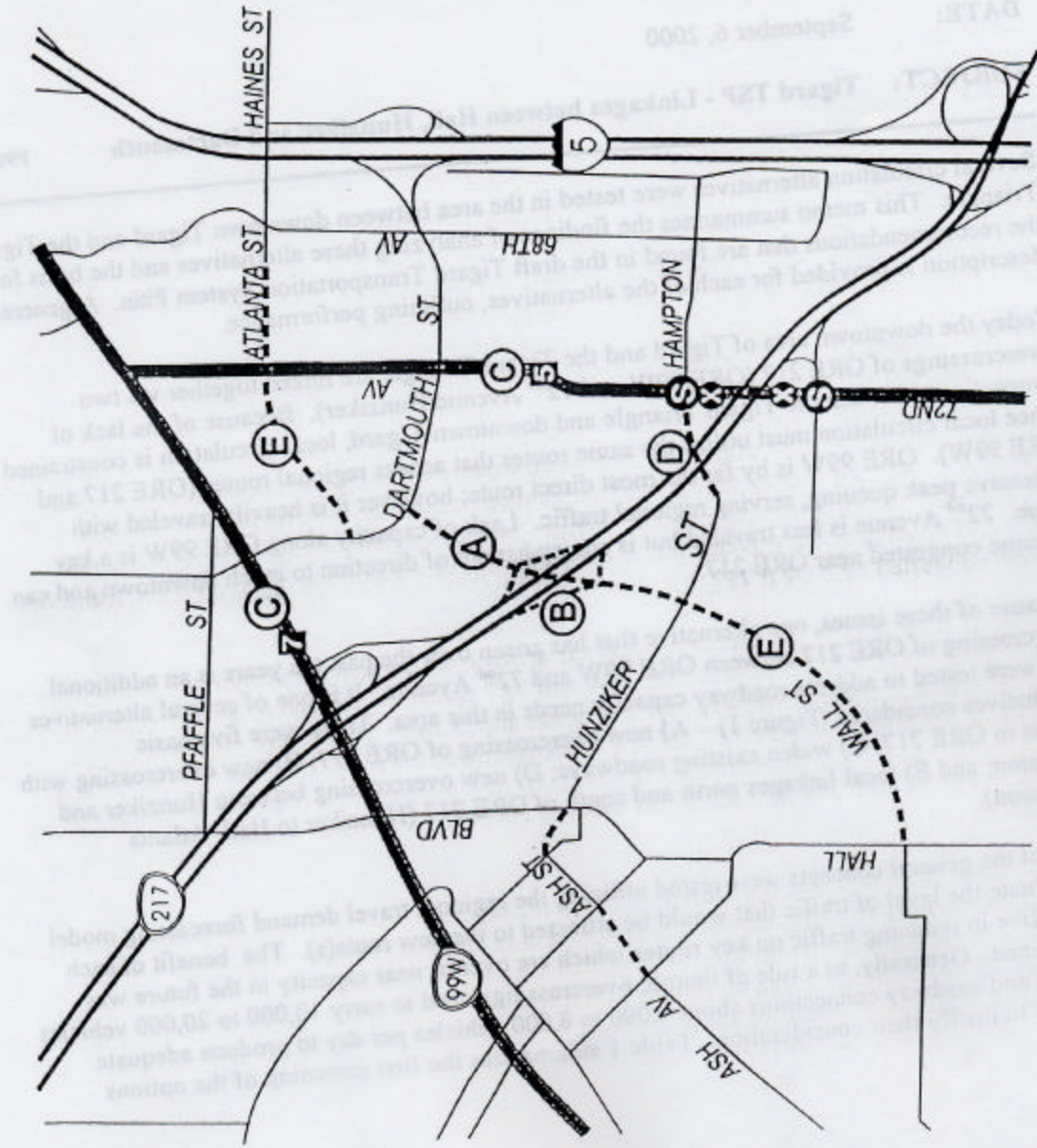
P99161

Several circulation alternatives were tested in the area between downtown Tigard and the Tigard Triangle. This memo summarizes the findings of analyzing these alternatives and the basis for the recommendations that are found in the draft Tigard Transportation System Plan. A general description is provided for each of the alternatives, outlining performance.

Today the downtown area of Tigard and the Tigard Triangle are linked together via two overcrossings of ORE 217 (ORE 99W and 72nd Avenue/Hunziker). Because of the lack of connections between the Tigard Triangle and downtown Tigard, local circulation is constrained since local circulation must utilize the same routes that access regional routes (ORE 217 and ORE 99W). ORE 99W is by far the most direct route; however it is heavily traveled with extensive peak queuing, serving regional traffic. Lack of capacity along ORE 99W is a key issue. 72nd Avenue is less traveled but is somewhat out of direction to reach downtown and can become congested near ORE 217.

Because of these issues, one alternative that has arisen over the past ten years is an additional overcrossing of ORE 217 between ORE 99W and 72nd Avenue. It is one of several alternatives that were tested to address roadway capacity needs in this area. There were five basic alternatives considered (Figure 1) - A) new overcrossing of ORE 217; B) new overcrossing with access to ORE 217; C) widen existing roadways; D) new overcrossing between Hunziker and Hampton; and E) local linkages north and south of ORE 217 (Hunziker to Hall, Atlanta extension).

Each of the general concepts were tested utilizing the regional travel demand forecasting model to evaluate the level of traffic that would be attracted to the new route(s). The benefit of each alternative in reducing traffic on key routes which are over or near capacity in the future was determined. Generally, as a rule of thumb, overcrossings need to carry 10,000 to 20,000 vehicles per day and roadway connections about 4,000 to 8,000 vehicles per day to produce adequate benefits to justify their consideration. Table 1 summarizes the first screening of the options



CITY OF TIGARD
Transportation
Systems Plan

Legend

OPTION

- A** - New Roadway With Overcrossing
- B** - New Interchange
- C** - Roadway Widened
- D** - New Overcrossing
- E** - New Roadway
- F** - Number of Lanes to Widen
- G** - Future Signal
- X** - Remove Signal

Figure 1
EAST TIGARD
CIRCULATION OPTIONS

Table 1
Summary of Initial Screening of Circulation Options

Option	Description	Issues
A	<p>New overcrossing of ORE 217 from Dartmouth to Hunziker</p> <p>Screening Outcome: <i>Significant impacts are a major issue, resulting in expensive project – consider circulation benefits to determine if benefits exceed significant cost.</i></p>	<p>The potential alignment between the Costco and shopping area to the east is not incorporated in any plans. The area between the two sites is a wetland and would require the alignment to impact one of the sites. If one of the existing property driveways is not used for the alignment, then inadequate access spacing would result on Dartmouth. South of ORE 217 would require the acquisition of one parcel and building before intersecting with Hunziker. Because the alignment that reduces impacts to adjacent properties is almost entirely in wetland area – only two options exist: 1) expensive bridged structure for the entire length – nearly 2,300 feet; or 2) significant impact to ROW of adjacent property holders (very expensive).</p>
B	<p>New overcrossing of ORE 217 with new freeway access</p> <p>Screening Outcome: <i>Drop this specific option from further consideration due to the resulting severe impact to public safety or unreasonable cost. Preserve the option for an HOV only ramp in the future – beyond 20 year planning horizon.</i></p>	<p>The space between the ORE 99W and 72nd Avenue interchanges is 1,200 to 1,500 feet. The ODOT standard for urban freeways is 3 miles (15,000 feet). A new interchange between ORE 99W and 72nd Avenue would have only a few hundred feet between adjacent interchanges, requiring braided ramps (a total of four at a cost of about \$15 million each) to mitigate the unsafe spacing created by the new overcrossing. With costs well over \$50 million, this alternative would not be considered feasible. It may be possible to use the new ramps only for High Occupancy Vehicle (HOV) access to ORE 217 if HOV lanes provided on ORE 217</p>
C	<p>Widen existing roadways</p> <p>Screening Outcome: <i>Consider further.</i></p>	<p>While right-of-way acquisition would be significant along ORE 99W for seven lanes, ROW on 72nd Avenue could be dedicated with development over time. Business impacts would be significant on ORE 99W. No major environmental issues with widenings.</p>

Table 1
Summary of Initial Screening of Circulation Options

<p>D</p>	<p>New overcrossing of ORE 217 between Hunziker and Hampton</p> <p>Screening Outcome: <i>Consider further.</i></p>	<p>1) This improvement was originally considered in the ORE 217 upgrading in 1989. The linkage has minor ROW impacts compared to other options (mostly in ODOT ROW). No major environmental issues. Because of the short spacing between Hampton and ORE 217 northbound off-ramp – this option would likely require relocation of the northbound ORE 217 ramps from 72nd Avenue to 68th Parkway. This would result in only two traffic signals where four are present today on 72nd Avenue, improving operation. The 68th ramp would have ROW impacts (through a parking lot) and a drainage crossing. This link will require ROW to be acquired on the old Lewis Elementary school site. Other than the overcrossing itself, there are few impacts of this linkage. The eastern most part of Hunziker would be converted to a cul-de-sac.</p>
<p>E</p>	<p>Local Circulation improvements: 1) Hunziker to Hall link via Wall St.</p>	<p>1) Wall Street is a local industrial roadway between Hunziker and the railroad tracks. Extending Wall Street south toward Hall will require crossing of the railroad tracks (new crossings are difficult to obtain) and wetland areas of Fanno Creek. Few alignments between Hunziker and Hall can be developed without significant impacts. The exception is an alignment utilizing the existing Wall Street extending to the intersection of Hall/O'Mara. This alignment has the least impacts and provides adequate spacing between existing intersections. Alignments to the south or north would have greater impact in the wetland areas. It also has the least impact on properties in the area, aligning with property lines.</p>

Table 1
Summary of Initial Screening of Circulation Options

	<p>2) Atlanta extension to Dartmouth</p> <p>Screening Outcome: <i>Consider further</i></p>	<p>2) This link crosses a sensitive area east of 72nd Avenue. Because the land between 72nd and Dartmouth is developed, any roadway would impact sites, would require some acquisition and/or impact adjacent wetland areas. The recent Babys-R-Us site provides an example of the difficulty. The intersection on Dartmouth would also be an issue since the Costco driveway would be about the only possible location that would be safe for access due to spacing constraints.</p>
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TESTING OF PERFORMANCE

Each of the concepts were tested to determine the forecasted motor vehicle volume and the volume reduction on key congested routes. The overcrossing of ORE 217 (Option A) attracts less than 5,000 vehicles per day by itself. Because it cannot mitigate the problems at 72nd/Hampton and ORE 217 – the Hunziker to Hampton crossing is also needed. The ORE 217 overcrossing between Dartmouth and Hunziker has little benefit on 72nd Avenue and ORE 99W (only about 1,500 vehicles per day reduction each) and virtually no reduction elsewhere. It adds about 2000 vehicles a day to the Wall Street link between Hunziker and Hall. Most of the traffic benefits of the overcrossing are produced with the Hunziker to Hampton overcrossing and the Dartmouth to Hunziker overcrossing has limited additional benefit. Unfortunately, ORE 99W still requires mitigation with or without the overcrossing. Because of the low beneficial impact to ORE 99W and 72nd Avenue, this option was rejected. One option where this overcrossing may be desirable in the future would be where ramp metering is fully operational and improvements to ORE 217 include a High Occupancy Toll (HOT) or High Occupancy Vehicle (HOV) lane alternative where direct connections to ORE 99W are desired. The Dartmouth to Hunziker overcrossing could provide access to the Tigard Triangle and ORE 99W area via drop in ramps. Therefore, a potential alignment should be preserved for future consideration (where the alignment would go through parking lots). However, the overcrossing is not part of the street improvement plan for the next 20 years in the TSP.

Option C of widening ORE 99W (seven lanes) and 72nd Avenue (five lanes) are necessary in the Tigard Triangle area to preserve adequate capacity in the future. Between I-5 and ORE 217, the widening of Pacific Highway (ORE 99W) is the only option that produces adequate intersection level of service. There are no parallel routes or alternatives that address the capacity needs on this segment. On 72nd Avenue, development in the Tigard Triangle creates significant future demand that cannot be addressed by a three lane roadway. In the future the segment between Dartmouth and ORE 217, extending south to Durham Road is over capacity without additional

capacity (this is even more the case if the I-5 improvements identified in the TSP are not completed). Because of the capacity deficiencies, these improvements are necessary to meet future needs in the Tigard Triangle area. A sensitivity test was conducted on both ORE 99W and 72nd Avenue without widening and with the overcrossing of ORE 217 between Dartmouth and Hunziker. The outcome was somewhat less traffic on both routes, but not enough of a reduction to alleviate the need for widening of ORE 99W and 72nd Avenue to relieve capacity deficiency on either route. Based upon these findings, the widening of ORE 99W and 72nd Avenue were recommended in the TSP.

Option D includes the Hunziker to Hampton overcrossing of ORE 217. This overcrossing carries over 14,000 vehicles per day and combined with Option C improvements produces adequate level of service performance in the future. This improves circulation and capacity, while carrying nearly three times more traffic than the overcrossing between Dartmouth and Hunziker over ORE 217. The realignment of Hunziker to Hampton at 72nd is may be required to resolve the tight spacing of four traffic signals in the vicinity of ORE 217 which would be nearly non-functional due to queuing with a five lane 72nd Avenue. The Dartmouth to Hunziker overcrossing was tested various ways (linking to Hunziker, to Hall, to Walnut, to Bonita) and in no case was the volume of the Dartmouth/Hunziker overcrossing ever greater than that forecast for the Hampton/Hunziker overcrossing. Based upon these findings, the Hampton/Hunziker overcrossing was a recommended improvement in the TSP.

Option E tested the performance of a few local circulation improvements in the east Tigard area - Atlanta Street extension and Wall Street extension. By extending Atlanta Street from Haines Street to 72nd Avenue and further south to Dartmouth Street, a new link into the center of the Tigard Triangle could be created linking to the I-5 northbound ramps at Haines. This link was tested with and without the Dartmouth to Hunziker overcrossing of ORE 217 and with and without the segment between 72nd and Dartmouth as well as with and without widening of ORE 99W and 72nd Avenue. The outcome of all the various tests indicates that the segment with the highest use was the linkage between 68th/Haines and 72nd Avenue (over 12,000 vehicles per day (vpd) in the future). This segment eliminates the future need to widen Dartmouth Street east of 72nd Avenue. Without the Atlanta Street extension to 72nd Avenue, Dartmouth would need to be widened to five lanes. The segment between 72nd Avenue and Dartmouth also carried significant traffic in the future (less than 10,000 vpd) if ORE 99W and 72nd are not widened. However, this segment does not relieve the need to add capacity on ORE 99W or Dartmouth and with ORE 99W and 72nd widened it only carries 2,000 vpd (as compared to the segment to the east that carries 12,000 vpd whether or not widenings occur). Because of these findings and the complexities of the alignment (wetlands and developed lands) the segment between 72nd and Dartmouth was not recommended in TSP. The segment between 68th and 72nd was recommended in the TSP and additionally, it was recommended that parking lot connections/common access or a local/private street be developed through the redevelopment/land use approval process as a backage connection to ORE 99W between Dartmouth and 72nd instead.

The Wall Street extension was also tested under various scenarios (with and without Dartmouth/Hunziker overcrossing and with and without ORE 99W and 72nd widening). The future forecast on the Wall Street was also tested under various alignments. The most northern alignment carried greater traffic (8,000 to 10,000 vpd in the future) but removed most of the traffic from the Walnut-to-Ash-to-Scoffins-to-Hunziker link that had adequate capacity. The southern alignment linking to Bonita/79th carried the least traffic (3,000 to 7,000 vpd) and the central alignment (linking to O'Mara) would carry about 5,000 to 7,000 vpd. All three linkages reduced the level of traffic at two key intersections (Hall/Hunziker and 72nd/Bonita). This reduction produces adequate capacity at each of these locations which otherwise could not be mitigated without further roadway widening (Hall five lanes). Because of this and the fact that the central alignment produces all the benefits with the least environmental impacts, the central alignment was recommended in the TSP.

The specific alignment of the Wall Street extension involves four specific issues to be addressed. First, the alignment tested utilized the existing Wall Street south of Hunziker and then follows between property lines east of Hall and O'Mara. A small triangular shaped parcel of Metro open space property would be divided by this alignment. This specific alignment was recommended since it produces safe access spacing on Hall Boulevard that could not be obtained without going south to McDonald or the City Hall driveway (which would both have much more significant wetland and property impacts).

Second, the crossing of the railroad would represent a new crossing (as would the Walnut/Ash crossing recommended in the TSP further to the west). These connections provide necessary capacity and east-west connectivity which is lacking in Tigard. Without the railroad crossing, additional traffic would be forced to ORE 99W, Hall Boulevard and 72nd Avenue where capacity is not available (resulting in further widening of these facilities). Each of these crossings could be controlled by automatic gates. While the railroad generally opposes additional crossings (due to greater exposure), the public facilities and safety of Tigard's motor vehicle system is enhanced significantly by these additional crossings. The City may work with the railroad regarding other crossings in the city that can be closed in exchange for the new crossings (Dakota Street). The volume of traffic in the future on these crossings would not warrant grade separation (particularly the downtown crossing at Ash - where there would not be room for grades to get over the railroad). The future volumes of traffic on these crossings (12,000 vpd for Walnut/Ash and 5,000 vpd for Wall Street) could safely be designed with gates and medians, not requiring overcrossings. The highest volume crossing of the railroad in the area would be Hall Boulevard (which is an at-grade crossing - if any route required grade separation - Hall would be the first under consideration).

The third issue would be the eventual treatment of O'Mara Street. Because of their neighborhood status, both O'Mara Street and Edgewood Street would need to have neighborhood traffic management measures installed to minimize the potential for cut-through traffic created by the Wall Street extension.

MEMORANDUM
September 5, 2000
Page 7 of 7

Finally, the size of the roadway and right-of-way would need to be minimized due the sensitive nature of the wetlands. The TSP recommends for a three lane collector 74 feet and for a two lane collector 60 feet. The TSP also provides a table to consider smaller right-of-way in areas where constraints exist (similar to this case). At the intersections of Hall Boulevard and Hunziker Street, Wall Street would be three lanes wide (with left turning lane). Due to the modest forecasted traffic, a two lane road would be adequate in-between (with properly spaced access points 300 feet or more apart). In the two lane segment, the actual roadway could be as small as 32 feet in between the intersections (two 11 foot lanes and two 5 foot bicycle lanes) with curb-tight five foot sidewalks or about 44 feet of right-of-way. As the roadway approaches Hall and Hunziker the right-of-way would widen out to 64 feet with three 11 foot lanes, two 5 foot bicycle lanes, two 5 foot sidewalks and two 5 foot landscape strips (plus two 6 inch curbs).

Figure 2 summarizes the Wall Street alignment and right-of-way.

Should you have any questions, please feel free to contact me or Julie Sosnovske.

X:\PROJECTS\11999\11999161 (Tigard TSP)\Hall-Hunziker Memo.doc



Transportation Systems Plan

Legend



• Cross-Section Reference Point



• Farro Creek/Wetland Areas

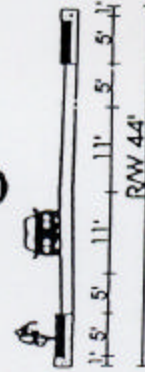
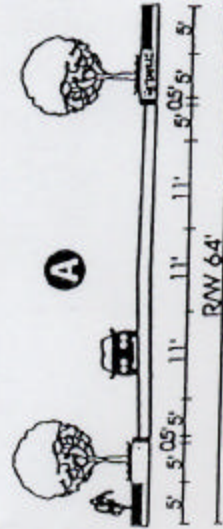
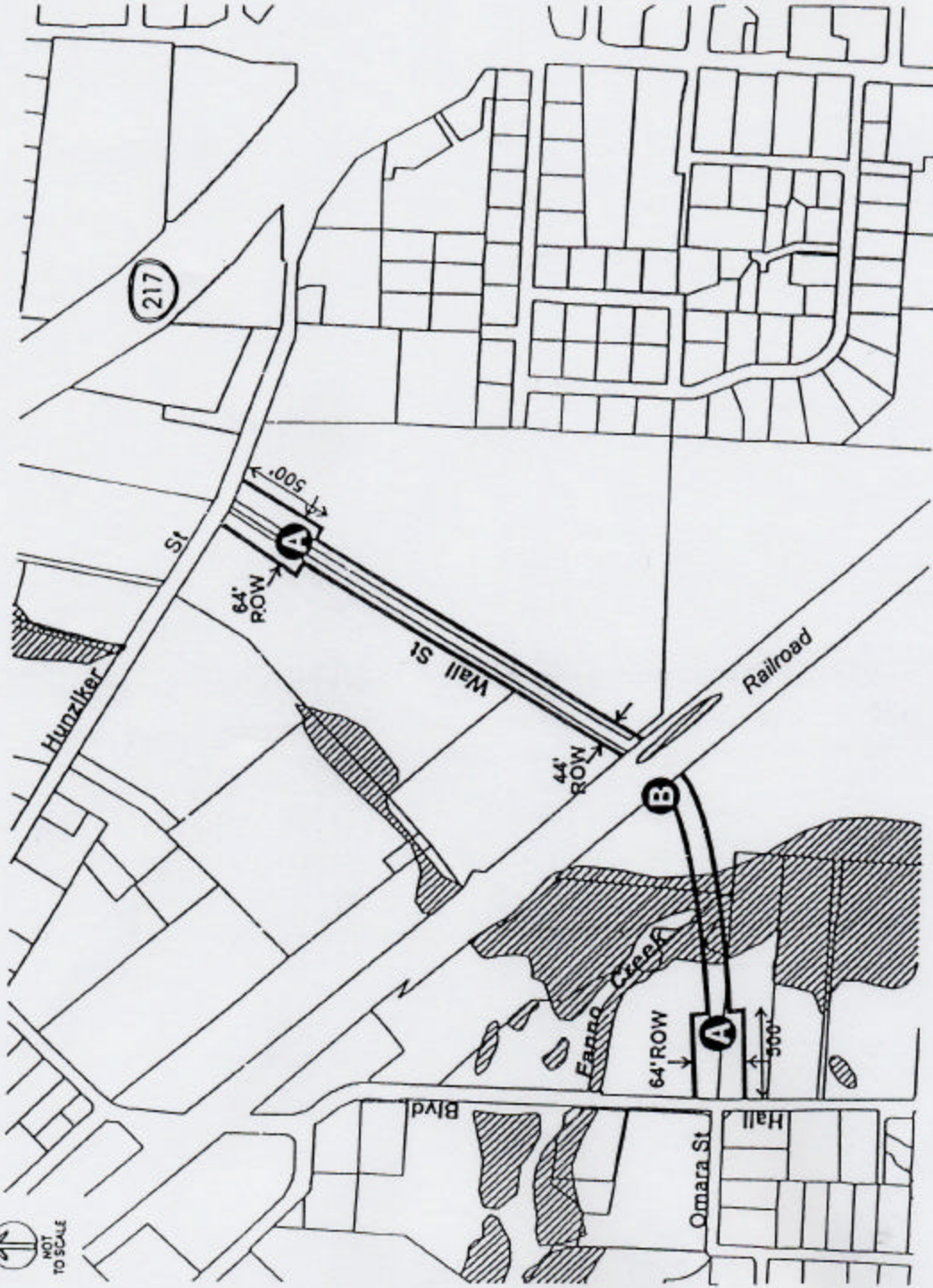


Figure 2
WALL STREET
ALIGNMENT

APPLICATION FOR STATE HIGHWAY APPROACH

OREGON DEPARTMENT OF TRANSPORTATION



INSTRUCTIONS: Complete this form, attach all necessary documents and submit to an ODOT District Office. A Tax Lot Map and written evidence of the Property Owners concurrence must accompany this form.

Applicant Information

1 LAST NAME Nguyen		2 FIRST NAME Vannie	
3 COMPANY City of Tigard			
4 STREET ADDRESS 13125 SW Hall Blvd.			
5 MAILING ADDRESS			
6 CITY Tigard	7 STATE OR	8 ZIP CODE 97223	
9 PHONE NUMBER (503) 639-4171		10 FAX NUMBER (503) 684-2772	
11 EMAIL ADDRESS vannie@ci.tigard.or.us			

Property Location Information N. of tax lot 00300 Owner Information

12 PROPERTY ADDRESS 13560 SW Hall		13 CITY Tigard	
14 STATE OR	15 ZIP CODE 97223	16 COUNTY Washington	
17 TAX LOT MAP NUMBER(S) 00200	18 TNSHIP 2S	19 RANGE 1W	20 SECT 2
21 HIGHWAY NAME Beaverton-Tualatin Highway		22 ROUTE 141	
23 MILE POINT 5.88	24 SIDE OF HIGHWAY? <input type="checkbox"/> N <input type="checkbox"/> S <input checked="" type="checkbox"/> E <input type="checkbox"/> W		25 NATIONAL FOREST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
26 LANDMARK Omara Street (365' North of Wall Street)			

Description (Name) of nearest landmark or cross street and distance and direction from requested approach road. (Include this information on the sketch)

27 LAST NAME		28 FIRST NAME	
29 COMPANY			
30 STREET ADDRESS			
31 MAILING ADDRESS			
32 CITY	33 STATE	34 ZIP CODE	
35 PHONE NUMBER ()		36 FAX NUMBER ()	
37 EMAIL ADDRESS			

Property Information

38 APPLICATION REQUEST IS FOR:	
<input checked="" type="checkbox"/> New Approach	<input type="checkbox"/> Change-in-Use of Approach
<input type="checkbox"/> Existing Approach	<input type="checkbox"/> Temporary Approach
39 APPROACH TO SERVE:	
<input type="checkbox"/> Residential _____ Units	<input type="checkbox"/> Retail _____ Sq. Ft.
<input type="checkbox"/> Office _____ Sq. Ft.	<input type="checkbox"/> Medical _____ Sq. Ft.
<input type="checkbox"/> Institutional _____ Sq. Ft.	<input type="checkbox"/> Lodging _____ Rooms
<input type="checkbox"/> Recreational _____ Acres	<input type="checkbox"/> Industr/Agricu _____ Sq. Ft.
<input checked="" type="checkbox"/> Public Street <u>PRIMARY STREET or ROAD NAME</u> Wall Street	<input type="checkbox"/> Other
40 What are the estimated Daily Vehicle Trips? NOTE: LEAVING THE PROPERTY AND RETURNING IS CONSIDERED TWO TRIPS. 7,000	
41 Does this require a local use review and/or approval? If so, list the Conditional Use Permit Number or Local Land Use Case Number (if any) <input type="checkbox"/> n/a (in TSP)	
42 What is the current land use zoning of the property? SFR	
43 What is the proposed land use zoning of the property? n/a	
44 Does the property have any existing ingress/egress easements on or to the property? If yes, attach a photocopy of the recorded easement(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
45 Do any of the applicants/owners have interests in the adjacent properties? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
46 Do other streets or roads border this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
47 Is there an existing ODOT Approach Road Permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Local Government Information

48 LOCAL GOVERNMENT AGENCY City of Tigard	49 PHONE NUMBER (503) 639-4171	50 FAX NUMBER (503) 624-0752
51 LOCAL GOVERNMENT CONTACT PERSON and TITLE Gus Duenas City Engineer		
52 LOCAL GOVERNMENT EMAIL gus@ci.tigard.or.us		

53 Use the back of this sheet or attach a separate sheet to provide a sketch of the proposed development site. (The sketch is not required to be to scale.) Include the following

- Name, location distance and direction to the nearest landmark or cross street.
- Proposed approach(es) – denote with solid lines.
- Proposed buildings – denote with solid lines
- Local streets or roads abutting the property
- Arrow indicating North
- Location and distance to nearest approach roads to the properties, on both sides of the highway, for a minimum of 500 ft.
- Existing approach(es) – denote with dashed lines.
- Existing buildings – denote with dashed lines
- Highway edge of pavement

NOTIFICATION TO APPLICANT: The ODOT District Office will contact you when your application has been reviewed. If Additional documents are required to continue the application process you will be notified. If your completed application is approved, a construction permit will be issued. You will need to review the construction permit, sign it, and return it to the District Office. A bond and/or insurance may be required at that time. For a complete description and application fee information, see OAR Chapter 734 Division 51.

Major Deviation Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Minor Deviation Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Administrative Fee	Received Date	Amount \$50.00	Check Number
Refundable Temporary Approach Fee	Received Date	Amount \$	Check Number

THE APPLICANT DECLARES, CERTIFIES AND AFFIRMS UNDER PENALTY OF APPLICABLE STATE OR FEDERAL LAWS THAT ALL INFORMATION PROVIDED ON THIS FORM AND ATTACHMENTS ARE TO THE BEST OF HIS/HER KNOWLEDGE TRUE AND COMPLETE.

Signature of Applicant Agust P. Duenas Vannie Nguyen	Date 10/11/02 10/11/02
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KITTELSON & ASSOCIATES, INC.

TRANSPORTATION PLANNING/TRAFFIC ENGINEERING

610 SW ALDER, SUITE 700 • PORTLAND, OR 97205 • (503) 228-5230 • FAX (503) 273-8169

October 10, 2002

Project #: 5506

Sam Hunaidi
ODOT District 2A
5440 SW Westgate Drive, Suite 350
Portland, OR 97221-2414

RE: *Wall Street Local Improvement District – Major Deviation Request for a New Public Approach to SW Hall Boulevard – Tigard, Oregon*

Dear Mr. Hunaidi:

Kittelson & Associates, Inc. and DeHaas & Associates, Inc. have been retained by the City of Tigard to facilitate the design and construction of the proposed Wall Street extension in Tigard, Oregon. The purpose of this letter is to provide the justification necessary for ODOT to approve the extension of Wall Street to intersect with SW Hall Boulevard.

Background

SW Hall Boulevard is currently an ODOT facility (ODOT Highway 141) and is designated as a District Urban Highway in the *1999 Oregon Highway Plan* (OHP). The basic cross section in the vicinity of the proposed Wall Street extension is a two-lane highway consisting of one travel lane in each direction. Sidewalks are provided on the west side and intermittently on the east side of the roadway.

The extension of Wall Street from Hunziker Street to SW Hall Boulevard is one of the key alternative routes identified in Tigard's recently adopted Transportation System Plan (TSP). There is currently a lack of east-west roadway connectivity in this portion of Tigard. As a result, the existing SW Hall Boulevard/SW Hunziker Street and SW 72nd Avenue/SW Bonita Street intersections are capacity constrained and have been projected to exceed capacity in the future without the proposed Wall Street extension project. The proposed new route is projected to carry up to 7,000 vehicles per day. In addition to alleviating traffic at two critical intersections, the Wall Street extension will reduce vehicle miles traveled and improve transit, bicycle, and pedestrian access within the study area.

Earlier this year, the Tigard City Council directed staff to consider a Local Improvement District (LID) to fund the extension of Wall Street. In addition to the proposed extension of Wall Street, the City of Tigard is also in the process of constructing a new library located in the northeast corner of the proposed SW Hall Boulevard/Wall Street intersection. Also, the Fanno Pointe Condominium development is being planned in the southeast corner of the proposed SW Hall Boulevard/Wall Street intersection. These developments, in combination with the proposed Wall

Street intersection, will result in the closure of three existing driveways along the east side of SW Hall Boulevard.

To evaluate the new road connection and library development, the City of Tigard retained DKS & Associates to complete a traffic impact study. This study (see Attachment "A") found that the new SW Hall Boulevard/Wall Street intersection would meet signal warrants and could be developed to meet ODOT's mobility and safety standards.

Proposed Public Approach

The proposed Wall Street connection will be located approximately 365 feet south of the existing SW Hall Boulevard/Omara Street intersection and 205 feet north of the existing SW Hall Boulevard/Regina Lane intersection. There are four private driveways along the east side of SW Hall Boulevard within 500 feet of the proposed Wall Street extension. As mentioned above, three (northerly locations) of the four driveways will be closed as a result of the new Tigard Library and Fanno Pointe Condominium development. Figures 9 and 10 of the DKS traffic impact study shows the existing and future roadway configurations, respectively, along SW Hall Boulevard. As illustrated in Figure 10, the proposed Wall Street/SW Hall Boulevard intersection will be signalized and SW Hall Boulevard will maintain one travel lane in each direction with a new northbound and southbound left-turn lane at Omara Street and Wall Street, respectively.

Division 51 Compliance

Based on the posted speed and a District Urban Highway classification, the minimum access spacing along SW Hall Boulevard is 500 feet (Table 4 of Oregon Administrative Rule (OAR) Division 51) with a 475-foot minor deviation requirement. Due to the fact that existing private driveways and public roadways are located within 475 feet of the proposed Wall Street extension, the proposed public roadway approach will require a major deviation to the accessing spacing standard.

To justify the proposed Wall Street extension, the new public approach was evaluated against the requirements outlined in Division 51 of the OAR 734. The proposed westerly extension of Wall Street to SW Hall Boulevard was reviewed under OAR 734-051-0080 sections 2 through 6 and was evaluated under the Major Deviation requirements set forth in 734-051-0320 sections 1 through 6. The following text contains a summary of the proposed public approach's compliance with OAR Division 51 (shown in *italics*). The proposed justification is shown in **bold**.

734-051-0080

Criteria for Approving an Application for a Public Approach

(2) ***Public Approach. The Department shall approve an Application for an approach for an applicant who applies for a public approach where the subject property has a right of access and the applicant demonstrates that each of the following requirements are met:***

- (a) ***The public approach can be accommodated or mitigated consistent with the safety of the traveling public pursuant to the criteria in section (3) of this rule and the function of the state highway facility;***

The public approach can be accommodated consistent with the criteria set forth in section (3) of this rule. Per the DKS traffic impact study, the proposed SW Hall Boulevard/Wall Street intersection is projected to operate at level-of-service (LOS) "C" with a volume-to-capacity ratio of 0.82 during forecast year 2017 weekday p.m. peak hour conditions.

- (b) *The public approach can be accommodated or mitigated consistent with the classification of the highway and the highway segment designation of the state highway facility;*

A function of a District Urban Highway is to provide access. Three existing deeded accesses along the east side of SW Hall Boulevard will be consolidated with the extension of Wall Street, the construction of the Tigard Library, and the subsequent development of the parcel south of the proposed Wall Street extension.

Figure 10 of the DKS traffic impact study reflects the proposed geometry along SW Hall Boulevard between Omara Street and Wall Street. It reflects the addition of sufficient pavement width to develop 105 feet of northbound left-turn storage at Omara Street and 75 feet of southbound left-turn storage at Wall Street.

- (c) *The approach enhances connectivity consistent with adopted comprehensive plans, transportation system plans and corridor plans;*

The proposed approach provides additional connectivity within this area of Tigard and relieves the congested SW Hall Boulevard/SW Hunziker Road and SW Hall Boulevard/SW Bonita Street intersections. The proposed extension is consistent with the adopted City of Tigard comprehensive plan and Transportation System Plan.

- (d) *Those requirements set forth in OAR 734-051-0190 and 734-051-0200 are met or a deviation is approved in accordance with the standards set forth in OAR 734-051-0320 through 734-051-0350;*

This approach will require a Major Deviation in accordance with the standards set forth in OAR 734-51-320 through 734-051-350. This letter is intended to outline compliance with those requirements.

- (e) *The approach to the highway is adequate to serve the volume and type of traffic reasonably anticipated to the properties served, as set forth in OAR 734-051-0130(4);*

As described in the DKS traffic impact study, the proposed public road approach is projected to meet the mobility standards contained in the 1999 OHP and accommodate the expected queues under 2017 full build-out conditions. The approach to the highway will be designed to adequately serve the expected type of traffic.

- (f) *Highway mobility standards as set forth in the 1999 Oregon Highway Plan are met;*

As described in the DKS traffic impact study, the SW Hall Boulevard/Wall Street intersection is projected to meet highway mobility standards as set forth in the 1999 OHP.

- (g) *The approach to the highway is consistent with an access management plan, as set forth in OAR 734-051-0360(8), for the segment of highway abutting the property, if applicable;*

There is no adopted access management plan for the study segment of SW Hall Boulevard.

- (h) *A public approach that either is or may be signalized is spaced such that it adheres to the criteria as set forth in OAR 734-020-0400 through 734-020-0500; and*

The SW Hall Boulevard/Wall Street intersection will be signalized as part of the Wall Street LID project. The DKS traffic impact study indicates that the intersection is projected to meet multiple MUTCD signal warrants under year 2005 conditions.

As stated in Division 20 of OAR 734, the purpose of sections 400 through 500 is to establish the process for consideration and approval for installation of traffic signals. These sections describe the need for approval from the State Traffic Engineer, the importance of meeting MUTCD signal warrants, and the conditions requiring a signal progression analysis. This proposed approach complies with the requirements described in these sections.

- (i) *The Permit to Operate, Maintain and Use an Approach must be issued to the local jurisdiction.*

The City of Tigard is the local jurisdiction. A completed Application for State Highway Approach is attached (see Attachment "B"). The proposed extension of Wall Street will be constructed to City standards.

- (3) *Safety Criteria. For the purposes of sections (1) and (2) of this rule, the factors considered when evaluating the safety of the traveling public for both the highway and the approach include, but are not limited to:*

- (a) *Roadway character, such as classification, number of lanes, capacity, median treatment, and traffic controls;*

As part of the proposed Wall Street LID project, the following improvements will be implemented to enhance the safety of the traveling public: (1) a new traffic signal, (2) a new southbound and northbound left-turn lane, and (3) the consolidation of three private driveways. These improvements are forecast to safely accommodate projected year 2017 traffic volumes.

- (b) *Traffic character, such as speed, crash history, existing and projected volume, vehicle types, pedestrians, site circulation and peak hour character;*

The DKS traffic impact study contains a comprehensive vehicle collision history along SW Hall Boulevard in this area. The proposed geometric and traffic improvements along SW Hall Boulevard associated with this new access will be

designed to accommodate the prevailing conditions, including vehicle speeds, pedestrians, and bicycles.

- (c) *Geometric character, such as topography, horizontal curves, vertical curves, stopping sight distance, intersection sight distance, clear zone, and right of way; and*

The topography of the site vicinity is relatively flat. The proposed intersection is located in a tangent section of SW Hall Boulevard, allowing for adequate sight distance in both directions. The clear zone consists of curbs adjacent to paved shoulder/bicycle lanes. The intersection will be designed to all appropriate design standards and should not impact the clear zone. The right of way width along the site frontage allows full width lanes in the site vicinity.

- (d) *Environmental character, such as urban, rural, timber, wetland, drainage and snowplowing needs.*

The roadway is located within a suburban area. The additional drainage associated with the proposed improvements will be mitigated consistent with ODOT requirements. The site area does not receive significant snowfall. The environmental character of the road is consistent with safe operation of the approach.

- (4) *Exceptions to sections (1) and (2) of this rule. Exceptions to sections (1) and (2) of this rule include the following:*

- (a) *An application for an approach will not be considered when that highway facility is designated a freeway, a freeway ramp or an expressway ramp. An application for an approach located within the influence area of a freeway interchange ramp terminal will be considered according to the provisions of OAR 734-051-0200; and*

The proposed approach (Wall Street) is not located within the influence area of a freeway, a freeway ramp, or an expressway ramp.

- (b) *An application for an approach will be considered if the highway facility is designated an expressway or is located within the influence area of an expressway interchange ramp terminal as provided in OAR 734-051-0200, only when consistent with the requirements of ORS 374.310(3) and the 1999 Oregon Highway Plan. An application for a private approach will not be considered to expressways, or within the influence area of an expressway interchange ramp terminal, where reasonable access is available.*

SW Hall Boulevard is not designated as an Expressway per the 1999 OHP.

- (5) *Conditional Approval. If a land use action is pending on the property for which a request for an approach has been submitted, action on the approach application request can proceed and an approval, conditioned upon receiving the appropriate land use approval, may be issued.*

Not applicable.

- (6) *Reasonable Access. Where the subject property has a right of access, not withstanding any other provision of this rule, powers shall not be exercised so as to deny any property*

adjoining the road or highway reasonable access. (ORS 374.310(3) and 374.315) In determining what is reasonable, the Department shall consider at least the following criteria:

- (a) The authorized and planned uses for the property identified in the acknowledged local comprehensive plan; and

The proposed intersection will serve proposed and existing uses and is consistent with the City of Tigard TSP. The proposed Tigard Library and Fanno Pointe Condominium development will access Wall Street versus directly accessing SW Hall Boulevard.

- (b) Whether the type, number, size and location of the approach(es) is adequate to serve the volumes and type of traffic reasonably anticipated to the site, based on the planned uses.

As illustrated in Figure 10 of the DKS traffic impact study, the type, number, size, and location of the approach will be adequate to serve both the near-term and long-term traffic needs.

734-051-0320

Requests for Deviations to Access Management Standards

- (1) Pursuant to OAR 734-051-0050 (General Policy), the Department shall manage access to the highway facilities of the state to the degree necessary to maintain functional use, highway safety, and the preservation of public investment consistent with the 1999 Oregon Highway Plan and adopted local comprehensive plans. Notwithstanding the above, it is the policy of the State of Oregon to allow deviations from adopted access spacing standards when circumstances make allowing a deviation necessary and the deviation is compatible with safe and efficient operation of state highways.

- (2) A deviation may be requested when an application does not meet the access management standards, and the criteria for safety set forth in OAR 734-051-0080(3), is not compromised:

As discussed in the DKS traffic impact study, the current driveway spacing along SW Hall Boulevard in the site vicinity does not meet ODOT minimum spacing standards. The minimum access spacing standard for SW Hall Boulevard is 500 feet with a Minor Deviation standard of 475 feet. Therefore, a Major Deviation is required for the proposed public approach.

- (a) The request for a minor deviation shall be included as part of the initial application for an approach, as set forth in OAR 734-051-0130; and

Not applicable.

- (b) The request for a major deviation shall be included as part of the supplemental documentation required to complete the application process, as set forth in OAR 734-051-0140. Additional documentation, including but not limited to the following, also may be required:

- (A) A Transportation Impact Study, as set forth in OAR 734-051-0180, to demonstrate how long-term safety and operational impacts can be adequately mitigated; and

A traffic impact study for the proposed public approach has been prepared by DKS & Associates (see Attachment "A").

- (B) An Access Management Plan, as set forth in OAR 734-051-0210(4), and approved by the Department, that outlines long-term access management objectives, standards, and processes necessary to obtain the objectives.

No Access Management Plan exists for this segment of highway.

- (3) A request for either a minor or major deviation shall be approved by the Region Manager when the deviation would allow an approach to a parcel that has an existing right of access, but would be landlocked by denial of a Permit to Operate, Maintain and Use an Approach, as long as an approach can be allowed without causing any significant safety or traffic operation problems.

Not applicable.

- (4) A request for a minor deviation shall be approved by the Region Manager, and a request for a major deviation may be approved by the Region Manager, where the deviation would not result in significant safety or traffic operation problems, and if one or more of the following conditions exist:

- (a) Strict application of the access management standards would result in a safety or traffic operation problem;

Not applicable.

- (b) Existing public approaches cannot be moved due to excessive cost, topography, or environmental concerns;

The proposed public approach is consistent with the existing and proposed development pattern in the area. Among the topographical obstacles that limit the ability to shift the proposed approach location, Fanno Creek and the existing Portland & Western railroad tracks, significantly constrain the possible roadway alignments.

- (c) Where the applicant provides joint access serving two or more properties or has shown efforts to work with adjacent property owners to improve existing conditions and shows that existing private approaches cannot be closed, relocated, or shared due to existing development patterns, topography or lack of existing alternate roadway system;

Three existing private approaches along the east side of SW Hall Boulevard will be consolidated as part of the proposed public road approach. Access to the proposed Tigard Library and Fanno Pointe Condominium developments will be provided via the new Wall Street extension.

- (d) Where the applicant has shown efforts to work with adjacent property owners to improve existing conditions and shows that existing development patterns or land holdings make it impossible to meet the spacing standards;

The City of Tigard will close two existing driveway approaches with the construction of the Tigard Library to the north of the proposed Wall Street extension. The existing driveway approach to the south of the proposed Wall Street extension will be closed upon construction of the Fanno Pointe Condominium development.

(e) Establishing an alternate roadway system is not practical or cost effective;

The Tigard TSP reviewed local access and circulation alternatives and recommends the construction of Wall Street in its present proposed location. No other connection points to SW Hall Boulevard are available due to existing and/or planned developments.

(f) The proposed deviation results from the existence of unrelocatable control points such as bridges, waterways, parks, historic or archaeological areas, cemeteries, or other unique natural features;

The location of the Wall Street connection is constrained by the proximity of Fanno Creek, the existing Portland and Western railroad tracks, the proposed Tigard Library, and the proposed Fanno Pointe Condominium development. Also, it is the desire of the adjoining neighborhood to avoid aligning Wall Street across from Omara Street to reduce the potential for cut-through traffic.

(g) The proposed deviation improves traffic safety or operations; or

The proposed access will provide additional emergency vehicle access within the study area. It will also reduce the volumes along SW Hall Boulevard north of the proposed access and along SW Bonita Street and SW Hunziker Road. Finally, it will result in the elimination of three existing access points along SW Hall Boulevard.

(h) Any other conditions deemed appropriate by the Region Manager.

Not applicable.

(5) In approving a request for deviation, the applicant may propose and the Region Manager may approve, or the Region Manager may propose and require one or more mitigation measures as set forth in OAR 734-051-0210.

As part of the proposed Wall Street LID project, the following improvements will be implemented: (1) a new traffic signal, (2) a new southbound left-turn lane at Wall Street and northbound left-turn lane at Omara Street, and (3) the consolidation of three existing driveways.

(6) A request for either a minor or major deviation shall not be approved by the Region Manager under the following conditions:

(a) The access management standards can be met and application of the standards would not result in a safety or traffic operation problem, but the result would be higher site development costs;

Access management standards cannot be met without purchasing a separate parcel and closing its only reasonable access.

- (b) Options for meeting access management standards have not been considered or addressed;

All feasible access management options have been considered as discussed previously.

- (c) The deviation is requested because of a hardship which is self created, including:

(A) Conditions created by the proposed building footprint or location, or on-site parking or circulation; or

(B) Conditions created by the owner's lease arrangements or other voluntary legal obligations; or

The deviation is requested due to the proximity of existing private and public road approaches and topographical constraints including Portland & Western's railroad track and Fanno Creek.


- (d) The proposed deviation would result in significant safety or traffic operation problems.

As discussed previously, the proposed deviation will not compromise the safety of the traveling public and will improve traffic operations at critical intersections in the vicinity of the project.

Based on the information above, a major deviation for the proposed public approach associated with the SW Hall Boulevard/Wall Street intersection can be justified and the intersection is expected to operate safely and efficiently through the year 2017.

Kittelson & Associates, Inc., on behalf of the City of Tigard, formally requests ODOT's approval of a Major Deviation for the proposed Wall Street connection to SW Hall Boulevard. We trust this letter and the associated attachments provide adequate justification for this request. If you have any questions, please contact us at (503) 228-5230.

Sincerely,
KITTELSON & ASSOCIATES, INC.



Charles Radosta, P.E.
Senior Engineer



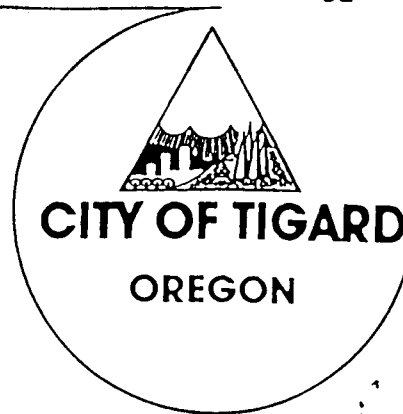
Marc Butorac, P.E., P.T.O.E.
Principal Engineer

Attachments:

- A – Tigard Wall Street Traffic Impact Study, DKS Associates
- B – Application for State Highway Approach

cc: Vannie Nguyen, City of Tigard
John Bosket, ODOT Region 1 Traffic
Marlin DeHaas, DeHaas & Associates, Inc.
Brian Copeland, DKS & Associates, Inc.

November 26, 2001



Larry Phipps
General Manager
Portland & Western Railroad, Inc.
110 West 10th Avenue
Albany, Oregon 97321

Dear Mr. Phipps:

The Oregon Department of Transportation (ODOT) does not have the funding or the intention to address improvements in capacity to Highway 99W or Hall Boulevard in the City of Tigard. For proper circulation within the City, we must develop alternate routes to bypass Highway 99W and Hall Boulevard. One of two new key alternate routes identified in Tigard's draft Transportation System Plan (TSP) is the extension of Wall Street from Hunziker Street to Hall Boulevard. This connection is projected to carry about 5,000 to 7,000 vehicles per day and would reduce the level of traffic at two key intersections (Hall/Hunziker and 72nd/Bonita Road). Based on traffic modeling conducted for the draft TSP, this new connector produces adequate capacity at those two locations, and relieves Hall Boulevard sufficiently to allow that street to function adequately at 3 instead of 5 lanes. This proposed street would allow northbound traffic from south Tigard to bypass Hall Boulevard and proceed directly to Hunziker Street, then north to the Tigard Triangle (a triangular area in Tigard bounded by I-5, Highway 217, and Highway 99W). A proposed future overcrossing of Highway 217 would allow traffic to connect directly from Hunziker to Hampton Street in the Tigard Triangle.

Enclosed is a report prepared by our transportation consultant, DKS Associates, Inc. In the report, Wall Street is proposed to connect to Hall Boulevard at O'Mara Street. However, the actual connection point could be at O'Mara or south of that location depending upon an analysis of physical, access control, right-of-way and environmental constraints, as well as parcel consolidation, in the development of the final alignment. That flexibility will be included in the TSP for this proposed connector. The connection point to Hall Boulevard could vary, but the portion of the connector from the railroad tracks north to Hunziker would be built in the roadbed formed by the existing service road and spur track adjacent to and immediately east of the COE Manufacturing facility.

We have discussed the importance of the Wall Street Extension to Tigard's future plans in a meeting with your predecessor, Mr. Jim Benz. This letter is to reiterate the importance of this connection to us, and to again our interest in seeing this new connector street constructed. Mr. Fred Fields, the owner of much of the property over which this street would be constructed, is greatly interested in seeing this link established and is willing to participate in the construction of a portion of the proposed street. In discussions with ODOT, the Rail Division has indicated a preference for the City and Portland & Western to work out an agreement of support for

construction of this street prior to approaching them with an application. For this connector roadway to be constructed, the following are the actions that we need to address with Portland & Western:

- Removal of the spur track from the Fields property
- At grade crossings of the railroad tracks as shown in the report

In addition to the City's transportation system improvement benefits, there could be some significant advantages to Portland & Western in supporting the construction of this new street. These advantages are summarized as follows:

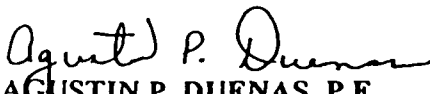
- The roadway will open traffic to the old Brick Company property not presently utilized. This opens approximately 1,600 lineal feet of railroad frontage along the main line.
- The roadway will create opportunity to install rail on COE Manufacturing land at the old Georgia Pacific site providing another 500 lineal feet of railroad frontage.
- The roadway creates an entirely new rail traffic opportunity by opening another 2,700 lineal feet of new rail frontage not now accessible.
- The total new frontage is approximately 4,800 lineal feet, or almost one mile of new potential usage in place of the 2,000 lineal feet of frontage represented by the spur track, which has been available for the last 35 years but not used.
- Finally, it allows for the development of approximately 75 acres, which would create opportunities for greater volumes of rail traffic in Tigard.

In summary, this proposed new connector roadway opens opportunities for increased rail volumes, provides an alternate route to Highway 99W and Hall Boulevard for traffic accessing the Tigard Triangle, and provides better traffic circulation in the core area of Tigard.

Please review the enclosed report from DKS. The draft TSP (including the new Wall Street Extension) is scheduled for City Council adoption at the Council meeting on January 8, 2002. We will be calling you after the TSP adoption to set a meeting for further discussion of this proposed connection.

If you have any questions, please do not hesitate to contact me.

Sincerely,


AGUSTIN P. DUENAS, P.E.
City Engineer

Enclosure

c: William A. Monahan, City Manager

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Letter to Portland & Western Regarding the Wall Street Extension

Page 2



RECEIVED

JAN 21 2002

CITY OF TIGARD

Portland & Western Railroad, Inc.

110 West 10th Avenue
Albany, Oregon 97321
(541)924-6560
Facsimile (541)924-6580

January 21, 2002

Augustin P. Duenas, P.E.
City Engineer
City of Tigard

I am writing this letter in response to your letter of November 26, 2001 concerning the proposed extension of Wall Street from Hunziker to Hall. You indicated that you had discussed this extension with my predecessor, Mr. Jim Benz. My position on the matter is the same as that of Mr. Benz and I will summarize that position here.

The rail served warehouses are inactive but any removal of their spur tracks would require the agreement of the warehouse owners as well as the Union Pacific, owner of the track and easement.

The area at which Wall would cross P&W's mainline is the only place within the Beaverton to Greton Corridor where trains can be met or passed without blocking crossings. Frequently traffic is set out in this location and trains are often run-around for movement in the reverse direction. All of these moves require an area free of grade crossings. If Wall is to be extended it must be grade separated to preserve the functional utility that now exists. Further the proposed commuter operation between Wilsonville and Beaverton will place over thirty new train movements per day thru the area and many of those trains will also meet in that location on the Wall Street extension. This too calls for a grade separation.

Because of the adverse impact on P&W train operations I oppose any extension that is not grade separated.

I apologize for the delay in responding but your letter was misplaced.

Respectfully,

Larry Phipps
President and General Manager
Portland & Western

City of Tigard
Wall Street Extension Project
Railroad Coordination Meeting Agenda
September 19, 2002

Attendees:

Vannie Nguyen, Project Manager, City of Tigard
Gus Duenas, City Engineer, City of Tigard
Marlin DeHaas, DeHaas and Associates
Marc Butorac, Kittelson and Associates
Steve Metz, David Evans and Associates
Craig Reiley, Manager Crossing Safety, ODOT Rail Division
Charles Kettenring, AVP Engineering, Portland and Western RR

Notes by Steve Metz

- I. Introductions
- II. Purpose of Meeting – Collect and share information.
- III. Project Overview

Gus discussed the background of the roadway project. The project has been a part of the City's Transportation System Plan (TSP) for a very long time. The TSP indicated construction of the Wall St. Extension would occur when development occurs in the area. Development is planned in the area including the Library project and a 400-unit housing project. An adjacent property owner, Mr. Fields, is willing to participate in a LID that would provide the funding for the project. The proposed roadway project would connect Hunziker and Hall by crossing over the two existing railroad track at-grade and cross Fanno Creek on a new bridge. The road is planned to be 3 lanes wide, with bike lanes and sidewalks. The roadway right-of-way would be 70' wide. The TSP anticipates 7,000 vehicles per day on the road.

IV. Railroad Operations

Charles Kettenring discussed the Portland and Western railway facilities and operations. Two parallel tracks run northwest and southeast across the proposed Wall St. extension. A junction occurs to the north of Tiederman Ave. where the two tracks join into one track that continues to the north. Both tracks are used alternately as a mainline track. The two tracks separate to the south of Bonita Rd. The Oregon Electric track continues to Wilsonville and the UPRR track turns eastward. The Oregon electric track to the west is owned by ODOT. PNWR has an exclusive easement to operate on the track. The eastern track is owned by UPRR. PNWR has an operating lease to operate on this track.

PNWR runs 8 trains per day on this track. This could grow to 10 trains per day in the future. Three types of operations occur on this portion of the tracks: switching, storage

and transfer. Switching involves building trains by coupling cars together to form a train. The storage of trains occurs on this stretch of track when facilities are not ready to receive a train. A train is sometimes stored over night. The transfer movement occurs when trains come northbound from the south. The train is stopped while the locomotive switches ends by running around the train on the second track. It then proceeds onto the UPRR track to the south east.

The addition of the Wall St. extension as an at-grade crossing would disrupt the existing railroad operations. The disruption would make it impossible to perform the three operations described above on this portion of track. No other similar segment of track is available that could perform the same functions.

The project proposes to remove the spur track that extends across Hunziker running parallel to Wall St. This track serves two warehouses on the east side of Hunziker. The spur track cannot be eliminated unless the warehouse property owners agree to its removal in writing.

The future operations of the railroad will change with the addition of the proposed Washington County Commuter Rail project. The commuter rail project will add 30 to 50 trains per day through this corridor operating at speeds from 60 to 70 miles an hour. PNWR is close to signing an agreement to allow the commuter rail project. The time frame for operation of the commuter rail to begin is in fall of 2005.

V. ODOT Crossing order procedure

Craig Reiley described the ODOT crossing order application process. With the current design, existing rail operations and future commuter rail operations the project does not look like a good idea. ODOT is not supporting any new at-grade crossing projects. When a crossing order permit is submitted, it will be routed to the railroads (PNWR and UPRR) and ODOT rail for comment. Currently, the railroads and ODOT rail would object to the new at-grade crossings. The application would next go to a public hearing. The City, railroads and ODOT rail would present their cases for and against the crossing before the hearings officer. The City would need to provide all of the background information for the hearings officer. The hearings officer would make a recommendation. The head of ODOT Bruce Warner would make the final decision. Craig did not recommend letting the project get to the point of a public hearing. This puts the hearings officer, a lawyer, in charge of making an engineering decision.

VI. General Discussion

Possible next steps. How can the project be approved? An idea that Charles had was to build a connection in Tualatin. The connection would connect the Oregon Electric line with the PNWR line that runs from Sherwood to Lake Oswego. This would eliminate the need for the transfer operation in Tigard. The connection would consist of an aerial trackway, 4,000' long, that would eliminate two at-grade crossings in Tualatin and allow for the abandonment of the Oregon Electric track along Fanno Creek between Tualatin-Sherwood Highway and Bonita Rd. The abandoned portion of track could then be used

as a trail and bike path. The project would need cooperation amongst Tualatin, Tigard and ODOT. At the Oregon Electric trackway, PNWR owns the track and a permanent and exclusive easement. The State of Oregon owns the underlying real estate.

ODOT owns the Oregon Electric right-of-way. The cost of the project is anticipated to be approximately \$10 million. The funding could come from multiple sources including MTIP. The concept is that the larger project to the south would eliminate the impact on PNWR operation and at least two at-grade crossings. In exchange for these benefits, the at-grade crossings at Wall St. would be allowed.

Construction of a grade separated crossing for Wall St. was also discussed. The benefits discussed included: no impact to railway operations and increased safety. The negative aspects included: limited access for the adjacent property owners that are paying for the project, additional costs of approximately \$5 million. Possible variations as part of the grade separation design could include, the addition of frontage roads, the relocation of the tracks to move them closer together allowing for a shorter bridge span and land for frontage roads.

Craig suggested keeping the discussions open. He stated that the City is free to pursue the at-grade crossing concept. He offered to review information that the City would like to use to help build their case to justify the at-grade crossing design. A draft crossing permit application can be submitted to receive comments and input from ODOT rail. Responses could happen in a couple of weeks.



Oregon

John A. Kitzhaber, M.D., Governor

September 26, 2002

AGUSTIN P DUENAS
TIGARD CITY ENGINEER
13125 SW HALL BLVD
TIGARD OR 97223

Department of Transportation

Rail Division

555-13th Street NE-Suite 3

Salem, OR 97301-4179

Telephone (503) 986-4321

FAX (503) 986-3183

TTY (503) 986-3416

File Code:

RE: Proposed Wall Street Extension across Railroad Tracks in Tigard

I wanted to take this opportunity to reduce my thoughts and comments from our meeting on September 19, 2002, to writing regarding the City's proposed Wall Street extension. Vannie T Nguyen, Engineering Manager; Steve Metz, DEA; Marlin J. DeHaas, DeHaas & Associates; Charles Kettenring, Portland & Western Railroad Company; you and I attended the meeting.

Based on an aerial photo with a potential alignment of the proposed Wall Street extension and your opening remarks, ODOT Rail staff cannot support the construction of an at-grade crossing at the subject location. Our understanding and experience suggests that placing a grade crossing in the area where railroad switching operations occur is not a good idea. When you factor in the likelihood of 30-50 commuter trains, you create a situation that has historically been problematic for the motoring public and the railroad.

Mr. Kettenring voiced the railroad's opposition to the crossing proposal. He also provided a copy of a letter dated January 21, 2002, which articulated the railroad position. A review of our files reveals notes from Dave Lanning, ODOT Rail from a meeting held July 25, 2000, which summarizes the same type of comments from both staff and the railroad.

After some discussion, there were other additional considerations the City had that may impact our position regarding the City's proposal. We discussed the process and the various steps in the process up to and including a formal hearing. While I voiced staff's concerns about the proposal, I also reiterated that the City had the right to file an application for any type of crossing they deemed appropriate. I suggested that the City might want to file a draft application for comment from the parties. This would ensure that the City could provide all the documentation they can for staff and the railroad to consider before finalizing their positions.

Please call if you have any questions regarding this matter.

Craig J. Reiley

Manager

Crossing Safety

503.986.4273 Fax: 503.986.3183

craig.j.reiley@state.or.us

cc: Vannie T. Nguyen
Charles Kettenring, P&W RR Co.
Steve Metz, DEA
Marlin DeHaas, DeHaas & Assoc.

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OREGON DEPARTMENT OF TRANSPORTATION
RAIL DIVISION
555 13th Street NE
Salem, Oregon 97310-1333

Wax -1
5e
Docket No. RX

ODOT Crossing No.

DRAFT

**RAILROAD-HIGHWAY CROSSING
SAFETY APPLICATION**

U.S. DOT No.

SECTION I. (To be filled out completely by applicant)

1.1. Name of Applicant: City of Tigard
Address: 13125 SW Hall Blvd., Tigard, OR 97223
Contact Person: Agustin Duenas
Telephone No. (503) 639-4171

1.2. Application is made under statutory authority: (check appropriate box)

<input checked="" type="checkbox"/>	ORS 824.204 - New grade crossing
<input type="checkbox"/>	ORS 824.206 - Alteration of an existing grade crossing
<input type="checkbox"/>	ORS 824.208 - Construction of a new separated crossing

☐ This project is to be constructed under a contract let by ODOT.

1.3. Location of the proposed project:

Street or Highway name	SW Wall Street
City	Tigard
County	Washington
Jurisdiction (Public Authority in Interest)	City of Tigard
Railroad name and name of track	Two tracks: Portland and Western RR Tillamook District, Portland and Western RR Oregon Electric District
Railroad milepost	Tillamook MP 751.0 and Oregon Electric MP 33.0
Nearest railroad station	Tigard

1.4. List the names and titles of the parties (see instructions) that will be affected by this project:

	Party 1	Party 2	Party 3
Name	Charles Kettenring	John Trumbull	Ed Immel
Organization	Portland and Western RR	Union Pacific Railroad	ODOT Rail Division
Title	AVP Engineering	Manager Public Projects	State Rail Planner
Address	650 Hawthorne Ave. Suite 220	5929 S.E. McLoughlin Blvd.	555 13th St NE Suite 3
City, St, Zip	Salem, OR 97301	Portland, OR 97202	Salem, OR 97301
Telephone	1-503-365-7717	503-872-1809	503-731-7526

	Party 4	Party 5	Party 6
Name			
Organization			
Title			
Address			
City, St, Zip			
Telephone			

- 1.5. Describe here or attach the scope of the proposed project in detail.

The project will construct a roadway extension of Wall Street between SW Hall Blvd. and SW Hunziker Rd. The roadway extension would cross the two Portland and Western RR tracks at grade. The project will relieve traffic congestion within the City roadway system. The reduction in traffic will reduce congestion at the existing rail crossing to the north at Hall Blvd. The project will provide access to the proposed library at Hall Blvd. and undeveloped property on both sides of the railroad.

- 1.6. Attach drawings that provide plan views, profiles and cross-sections of the proposed construction.

Drawings must comply with OAR 741-200-0050. Number of drawing pages attached:

1

- 1.7. Will this be a separated crossing? ☐ Yes ☒ No

If no, state reasons why a separated crossing will not be constructed..

A grade separated crossing would not allow access to the adjacent properties.

- 1.8. Is there an alternate access route to the area to be served by the crossing? ☒ Yes ☐ No

Describe or attach map showing details:

Alternate access is to the north across the existing at-grade crossing at SW Hall Blvd.

- 1.9. Describe how this project is required by the public safety, necessity, convenience and general welfare.

The project will reduce congestion at the existing Hall Blvd. crossing. The project is needed to provide access from the east to the future library at Hall Blvd. The properties near the crossing would be more accessible and viable for development. The development will increase the tax base for the City.

- 1.10. Upon completion of the proposed project, will it be possible to close any existing grade crossings in the area? ☐ Yes ☒ No Explain:

The project is opening up a new area for development. The existing crossings will be needed to maintain existing access to the previously developed portions of the City.

If yes, complete Section 4.

SECTION 2 - AT GRADE CROSSING

2.1 PHYSICAL DESCRIPTION OF THE CROSSING

2.1.1 The Highway

Alignment: (Describe the highway alignment for 500 feet on each approach)

☐ N ☒ E of the track Tangent and lower than the tracks.
☐ S ☒ W of the track Tangent and lower than the tracks.

Width: Describe the roadway cross-section configuration. (MUST AGREE WITH DRAWINGS)

From NE to SE To S of W	Present Configuration (Width in feet)	After Construction (Width in feet)	Surface/Notes (After construction)
Sidewalk		5'	Concrete
Buffer (grass) Strip		4.5'	Landscape
Curb		0.5'	Concrete
Shoulder		-	-
Bikeway		5'	Asphalt
Lanes #		12'	Asphalt
Lanes #		-	-
Median		14'	Asphalt
Lanes #		-	-
Lanes #		12'	Asphalt
Bikeway		5'	Asphalt
Shoulder		-	-
Curb		0.5'	Concrete
Buffer (grass) Strip		4.5'	Landscape
Sidewalk		5'	Concrete
Total Width		68'	

Profile:

Will the roadway approaches comply with OAR 741-120-0020? ☒ Yes ☐ No

(Roadway approach at a distance of 30 feet minimum from the outermost rail cannot be more than 6 inches or 3 inches higher than the top of the rail.)

If no, state reason.

Sidewalks shall comply with the Americans with Disabilities Act (ADA) for handicapped person's accessibility? If the sidewalks will not comply, why not?

Sidewalks will comply with ADA requirements.

Adjacent Roadways within 500 feet. (List Public Authority(s) in interest in Section 1.4.)
Name of public roadway intersecting N ☐ E ☒ of the track:

None

Distance from crossing: _____ Feet

Traffic volume: _____ AADT

Public Authority in Interest: _____

Name of public roadway intersecting S ☐ W ☒ of the track:

None

Distance from crossing: _____ Feet

Traffic volume: _____ AADT

Public Authority in Interest: _____

Describe private driveways within 100 feet of the nearest rails and show on plan drawings:

None

Are traffic signals (to be) installed at either of the above intersections? ☐ Yes ☐ No

If yes, describe intersection(s) that is (are) or will be equipped with traffic signals. If traffic signals and railroad crossing signals are to be interconnected to provide railroad preemption of the traffic signals, list them in Section 2.3, Device Code ATSI. Applicant shall include a traffic signal plan and operation matrix diagram showing how the traffic signals will operate before, during, and after railroad preemption.

Vehicular Use of the Crossing:

Average daily vehicle traffic count: N/A (Present) 4,000 (Anticipated)

Direction of vehicle travel is: ☐ One-Way ☒ Two-Way

Vehicle speed (estimated 85th percentile)

at the Safe Stopping Distance N ☐ or E ☒ of the track = 30 miles per hour

at the Safe Stopping Distance S ☐ or W ☒ of the track = 30 miles per hour

2.1.2 The Railroad

List Tracks from N ☐ or E ☒ to S ☐ or W ☒

Name of track	Angle of crossing	Elevation relative to adjacent track and distance from adjacent track (multiple track crossing)	Alignment N <input checked="" type="checkbox"/> or E <input type="checkbox"/> of crossing	Alignment S <input type="checkbox"/> or W <input checked="" type="checkbox"/> of crossing	Nearest switch 300' N <input checked="" type="checkbox"/> or E <input type="checkbox"/> from crossing	Nearest switch 300' S <input type="checkbox"/> or W <input checked="" type="checkbox"/> from crossing
Tillamook District	75	+0.5', 25'	tangent	tangent	none	350'
Oregon Electric District	75	-0.5', 25'	tangent	tangent	none	none

Train Use of the Crossing: Daily train movements over the crossing (average per day)

Type of train	Number of movements	Maximum speed authorized	Typical train speed observed	Average make up of train (No. of cars)
Freight train	4	30	25	45
Passenger train	(future 30)	70		
Switching movement	4	30	25	45

2.2. VISIBILITY FOR DRIVERS APPROACHING THE CROSSING

(Distance down the track that a driver can view an approaching train.)

At the STOP position N <input type="checkbox"/> or E <input checked="" type="checkbox"/> of track looking left	2,600 feet
At the STOP position N <input type="checkbox"/> or E <input checked="" type="checkbox"/> of track looking right	2,000 feet
At the STOP position S <input type="checkbox"/> or W <input checked="" type="checkbox"/> of track looking left	1,500 feet
At the STOP position S <input type="checkbox"/> or W <input checked="" type="checkbox"/> of track looking right	2,700 feet
At the SSD position N <input type="checkbox"/> or E <input checked="" type="checkbox"/> of track looking left	2,500 feet
At the SSD position N <input type="checkbox"/> or E <input checked="" type="checkbox"/> of track looking right	200 feet
At the SSD position S <input type="checkbox"/> or W <input checked="" type="checkbox"/> of track looking left	1,400 feet
At the SSD position S <input type="checkbox"/> or W <input checked="" type="checkbox"/> of track looking right	2,500 feet

(SSD= Safe Stopping Distance - see table in instructions)

Will these sight distances change on completion of the project? ☐ Yes ☒ No

Explain:

The existing crossing location is in the middle of an open field. One building does exist at the NE quadrant. The building is approx. 50' from the nearest track.

Will drivers' vision of devices to be installed at the crossing be obstructed on the approaches within 500 feet of the crossing (obstructions include parked vehicles)? ☐ Yes ☒ No

If yes, describe obstruction and what will be done to alleviate this problem.

2.3 Traffic Control Devices To Be Installed At The Crossing:

DEVICE CODE (See Instruction 3)	Who will furnish device? (list quantity)		Who will install device? (list quantity)		Who will maintain device and bear the maintenance cost? (list quantity)		Responsibility for cost of furnishing and installing device (indicate source of funds and percentage of responsibility) (must = 100%)			
	RR	PA	RR	PA	RR	PA	RR	PA	GCPA	OTHER
NO. 1										
NO. 1M		2	X		2			100%		
NO. 1S										
NO. 1T										
No. 2		2	X		2			100%		
No. 2B										
No. 2P										
No. 4		2	X		2			100%		
SAS										
AWS		2		X		2		100%		
AWS-2										
AWS-3										
AWS 4										
AWPM		2		X		2		100%		
DNSOT										
SCL		2		X		2		100%		
TS										
ATSI										
ILL										
GR										
BC		100'		X		100'		100%		
CSBR		X			X			100%		
CSOR			X			X		100%		
ES										
AES										

NOTE: PA = Public Road Authority
 RR = Railroad
 GCPA = State Grade Crossing Protection Account

4.5 Describe how the crossing will be closed (Barricades, fences, roadway surface removal, etc.)

4.6 The crossing will be closed by: ☐ Removing track(s) ☐ Closing Roadway

Description of work to close crossing (remove crossbucks, surfacing, install barricades, etc.)	Work will be performed by:	Cost of work to be borne by:
Maintenance of closure devices		

PLEASE PROVIDE THE ORIGINAL APPLICATION AND DRAWINGS, SUFFICIENT COPIES TO ENABLE US TO SERVE ALL PARTIES, AND TWO COPIES FOR OUR USE.

The following numbered sections have been omitted from this application because no response to the questions and/or information requested is required in this matter.

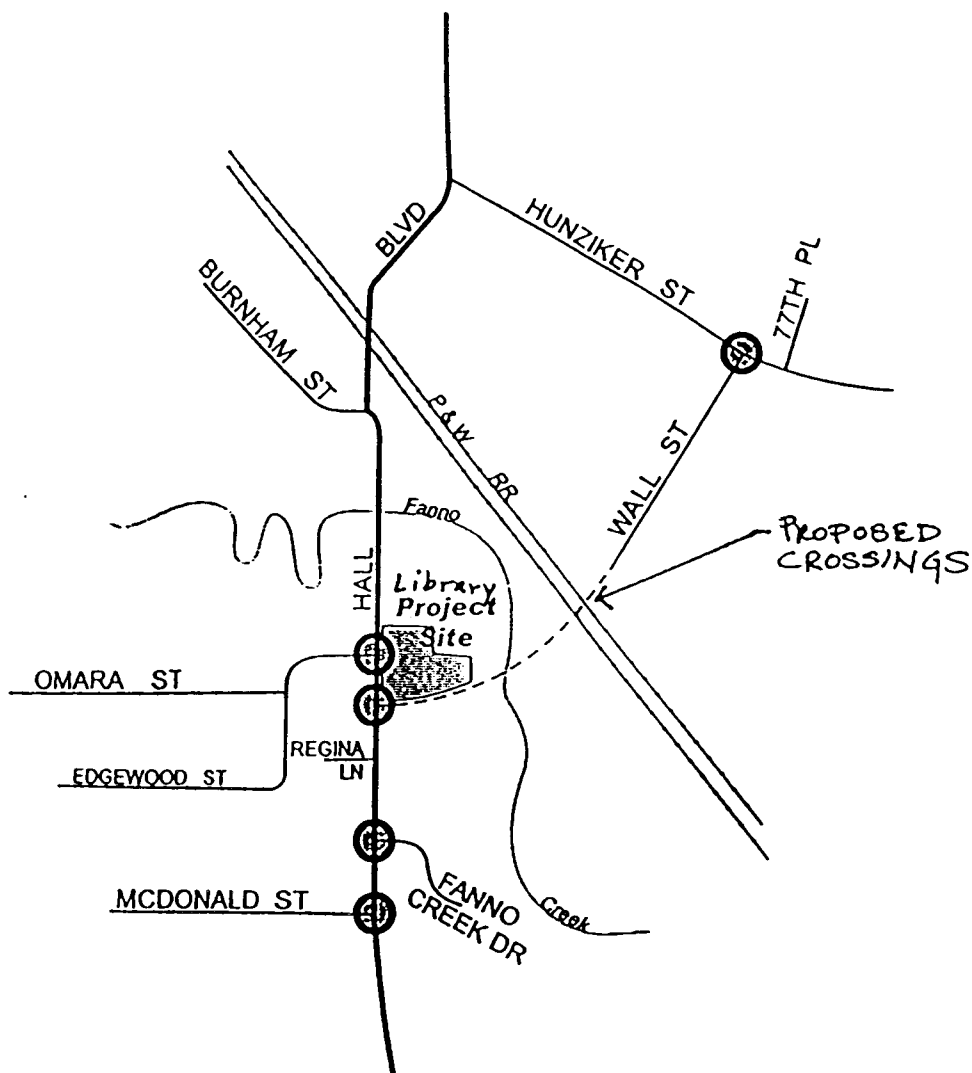
Sections 3 and 4

Applicant requests an order permitting construction according to this application.

Dated at Tigard, Oregon, this 13th day of January, ~~19~~ 2003

Note: Applications must be signed by two officials, or one official and attorney, of a railroad or public entity.

Vannichguyser CIP Division Manager
Applicant Title
August P. Quenna City Engineer
Applicant Title



LEGEND



- Study Intersection



- Proposed Road Extension

Figure 1
STUDY AREA
CITY OF TIGARD



Oregon

John A. Kitzhaber, M.D., Governor

January 24, 2003

RECEIVED

JAN 27 2003

CITY OF TIGARD**Department of Transportation**

Rail Division

555-13th Street NE-Suite 3

Salem, OR 97301-4179

Telephone (503) 986-4321

FAX (503) 986-3183

TTY (503) 986-3416

AGUSTIN DUENAS
TIGARD CITY ENGINEER
13125 SW HALL BLVD
TIGARD OR 97223

File Code:

RE: Draft Application for SW Wall Street

The following comments are offered in response to your draft application for the SW Wall Street grade crossing. You need to download the current application form from our website. The draft application we received is lacking pertinent information to make a full assessment in this matter. The comments reference the application item numbers.

- 1.4 Ed Immel will not be a Party, but rather will offer his input through the ODOT Rail staff position.
- 2.1 Does the proposed roadway gradient meet the standard grades set forth in the Oregon Administrative Rules 741-120-0020 (the surface of the roadway shall not be more than three inches higher or six inches lower than the top of the nearest rail at a point thirty feet from the rail).
 - 2.1.1 The standard placement of active warning devices is 4.5 feet behind the face of curbing or guardrail. According to your cross-section configuration, the signals would be installed outside of the landscape area and directly in the proposed sidewalk. This is not acceptable and you will need to address this matter.
 - 2.1.1 Can the angle of intersection between the roadway and track be improved from 75 to 90 degrees? The closer to perpendicular the intersection of these type transportation modes, the safer the crossing would be for the highway users (particularly bicyclists).
- 2.2 Your sight distances reference open fields. What will the visibility be once the property is developed for its intended use?

City needs to provide a detailed engineering drawing of the crossing area showing the exact location of signals and sidewalks, width of travel lanes, bicycles lanes, sidewalks, distance between the two tracks, etc.

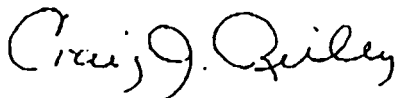
Miscellaneous Comments regarding this draft application.

Based on previous meetings regarding this matter, I would offer the following additional comments for your consideration. No decision has been reached and no staff position has been formulated at this time.

1. We are under statutory directive to close grade crossings wherever possible. We take this to mean that we do not allow for new grade crossings unless they are fully justified as to need.
2. The track area that you propose to cross is the potential site of commuter rail operations. We understand the PNWR Railroad stages its trains in this area. We expect this area will experience railroad activity that will cause an at-grade crossing to be blocked frequently. Our experience is that motorists are very intolerant of such delays and will take unnecessary chances to avoid having to wait for a train to pass.
3. A separated crossing in the area would allow for the access from Hall Blvd. to Hunziker Street. While it might not allow for the unrestricted access you might like for the developing property, a separated crossing would eliminate conflicts with existing and future railroad activity.
4. There is an existing spur track through the developing property that crosses Hall Blvd, providing rail service to an industry at that location. No mention is made in your application as to how you intend to address this issue. It would appear that if the spur track were to remain, you would need additional crossings to fully access the subject property.
5. Fanno Creek meanders through the property. We do not see any wetland mitigation to address this situation. The mitigation you might have to implement might have a bearing on the proposed crossing application.

At this time, you need to decide what action you want to take. You are fully within your right to file a formal application seeking authority to construct the subject at-grade crossing. If you file an application, we will follow our regulatory process to handle the application. We strongly encourage an on-going dialogue among the parties to try and work out any issues and concerns. Staff's role in the process is to ensure public safety at the crossings is met.

If you have any questions regarding these comments, please give me a call.



Craig J. Reiley
Manager
Crossing Safety
503.986.4273 Fax: 503.986.3183
craig.j.reiley@state.or.us

h:\wg_rail\cjr\tigard new crossing.doc

MEMORANDUM

503-223-6147 Fax: 503-223-6140

TO: Marlin J. DeHaas, P.E., P.L.S.

COMPANY: DeHaas & Associates, Inc.

FROM: K. Frank Fujitani, PE. *KFF*

COPY TO: Gayle D. Harley, P.E., OBEC

DATE: September 27, 2002

PROJECT: Wall Street LID

RE: Preliminary Geotechnical Evaluation

Marlin:

This memorandum presents our preliminary geotechnical evaluation for the Wall Street LID project. The purpose of the evaluation is to provide preliminary geotechnical data sufficient for the 35% design cost estimates. The preliminary evaluation is based on subsurface conditions at the site characterized from a literature search and past experience for similar projects with similar geologic site conditions. No subsurface explorations were made for this evaluation.

GEOLOGY AND ANTICIPATED SUBSURFACE CONDITIONS

Based on published geology for the area (Madin, 1990), the subsurface conditions at the site are anticipated to consist of the fine grained phase of sediments deposited by a series of catastrophic floods during the late Pleistocene that resulted from repeated breaching of ice dams impounding glacial Lake Missoula. The fine grained phase consists generally of sand and silt, and based on Madin's (1990) mapping, the fine grained flood deposits are estimated to be about 60 feet thick. Recent alluvium consisting of sand, silt and clay, possibly organic, is anticipated to be present within the flood plain of Fanno Creek. Below the fine grained flood deposits, siltstone, claystone and fine sandstone generally in the form of very stiff to hard silts, clayey silts and clays are present that have been named the Troutdale Formation and Sandy River Mudstone equivalent.

Memorandum to Marlin J. DeHaas
September 27, 2002
Page 2

Past experience indicates that the groundwater in the project area fluctuates with the seasons of the year, being highest during the late winter and early spring and lowest during the late summer and early fall. The groundwater may fluctuate by up to 10 feet or more and may be near the ground surface during periods of heavy rainfall.

The logs of two borings made by Geocon Northwest for the new Tigard Library site north of the west end of the proposed Wall Street alignment were reviewed. These borings generally encountered similar soils consisting of brown, silty fine sand and sandy silt to a depth of about 24.5 feet where very stiff gray silt was present to a depth of about 34.5 feet. Medium stiff gray silty clay was then encountered overlying dense sand to fine gravel at a depth of about 46 feet. Very stiff to hard gray sandy silt was then encountered at a depth of about 49 feet, and the borings were terminated in this unit at a depth of 51.5 feet. Groundwater was measured in one of the borings at a depth of approximately 9 feet. We interpret the very stiff to hard gray sandy silt as being part of the Troutdale Formation and Sandy River Mudstone equivalent.

OBEC Consulting Engineers also provided us with the Foundation Data sheets for two small bridges they designed. These bridges cross Fanno Creek upstream of the site at Grant and Tiedeman Avenues in Tigard. At the Grant Avenue Bridge, soft to medium stiff sandy silt was encountered to a depth of about 36 feet where very stiff to hard silt was encountered to the bottom of the borings at a depth of about 75 feet. Similar conditions were encountered at the Tiedeman Avenue Bridge except that the very stiff to hard silt was encountered at a depth of about 46 feet. We interpret the very stiff to hard silt as being part of the Troutdale Formation and Sandy River Mudstone equivalent.

GEOTECHNICAL EVALUATION

Earthwork and Embankments

Earthwork for this project will primarily involve cutting and filling along the roadway alignment and preparation of the pavement subgrade. The soils at the site are fine grained and moisture sensitive so that earthwork operations should be limited to the drier summer months between about mid June to mid October. Moisture contents of the in-place soils are probably above the optimum for compaction, and if the native soils are to be used in embankment fills, they may

need to be dried by tilling or disking. If construction cannot be scheduled for the summer months, imported clean granular fill will be required.

Where embankment fills are to be placed, the area under the fill should be stripped of topsoil and any organic materials. For estimating purposes, assume 9 inches. The stripped area should be proof rolled to re-compact loosened soil and to detect any excessively soft areas that would need to be removed. Tree stumps should be removed, and the resulting depression smoothed and backfilled with compacted soil.

Embankment slopes and cut slopes should be designed on a preliminary basis at the rate of 2 horizontal to 1 vertical. Settlement of the embankments should also be anticipated. The amount of settlement will depend on the height of embankment and subsurface soil conditions. For estimating purposes, assume that the embankment will settle about an inch for every 10 feet of fill height. Most of the settlement will occur as the fill is placed and over a period of about 30 to 60 days. Settlement of the embankments at the approaches to the railroad crossing may impact the grade of the tracks.

Pavement Design

At the present time, there is insufficient data to provide a preliminary pavement section, and the City of Tigard pavement design standards require a design section if the street is classified as an arterial. However, the City of Tigard standard design section for a major collector, minor collector, or a local street is the same, consisting of 4 inches of asphaltic concrete over 3 inches of 3/4-inch minus leveling course over 12 inches of 2-inch minus base course. For cost estimating purposes, we recommend that the standard City of Tigard pavement section be used. During final design, the pavements may be increased or reduced as the subgrade strength warrants.

For the replacement of the existing Wall Street pavement, our experience is that the subgrade under the pavement becomes saturated with time. As a result, compaction of the saturated subgrade will be difficult and will require drying and/or over-excavation and backfilling with compacted granular fill.

Bridge Foundations

The new bridge across Fanno Creek will be supported on pile foundations. Our experience is that the piles will need to extend into the Troutdale Formation and Sandy River Mudstone equivalent, and based on our review, the Troutdale Formation and Sandy River Mudstone should be present at a depths of about 40 to 60 feet. The penetration of the piles into the Troutdale Formation and Sandy River Mudstone equivalent is dependent on the pile type and design load on the pile. Generally, specifications require the piles to be driven a minimum of about 5 feet of penetration into the Troutdale Formation and Sandy River Mudstone equivalent. Once this minimum penetration is achieved, the piles are then driven to a resistance determined by a suitable pile driving formula. Usually ODOT specifications are specified which requires the use of the Gates equation except that the Wave equation analysis is required for design loads over 91 tons and for double acting and differential hammers.

We provided the geotechnical investigation and recommendations for the light rail bridges for the Hillsboro Extension of the Westside Light Rail Project. Those bridges were supported on 12-3/4-inch diameter pipe piles that were driven closed ended. Design pile capacities were in the range of 50 to 60 tons, and pile penetrations into the Troutdale Formation and Sandy River Mudstone equivalent were on the order of 30 to 40 feet, respectively.

At the Grant Avenue Bridge, the piles consisted of 14-inch diameter pipe piles driven closed ended with an ultimate load of 175 tons and a design load of 58 tons. These piles were driven to an average penetration depth of about 75 feet with an estimated penetration of about 35 feet into the Troutdale Formation and Sandy River Mudstone equivalent.

At the Tiedeman Avenue Bridge, the piles consisted of 18-inch diameter pipe piles driven closed ended with an ultimate load of 150 tons and a design load of 50 tons. These piles were driven to an average penetration depth of about 98 feet with an estimated penetration of about 45 feet into the Troutdale Formation and Sandy River Mudstone equivalent.

For preliminary design, we recommend assuming that the Troutdale Formation and Sandy River Mudstone equivalent is at a depth of 60 feet and that the piles will penetrate 40 feet into the Troutdale Formation and Sandy River Mudstone equivalent.

Memorandum to Marlin J. DeHaas
September 27, 2002
Page 5

Retaining Structures

Where retaining walls are required, they should be designed to resist lateral earth pressures. The lateral pressure will depend on the ability of the walls to yield. Conventional retaining walls should be designed for an equivalent fluid weighing 35 pounds per cubic foot (pcf) for a granular backfill, which we recommend. Non-yielding walls should be designed for an equivalent fluid weighing 45 pounds per cubic foot (pcf). These values assume that the wall is properly drained to prevent the buildup of hydrostatic pressures and that the back slope is horizontal. If the back slope is not horizontal and slopes upward, the lateral loads can become significantly greater.

If mechanically stabilized earth (MSE) retaining walls are used, they may be designed for a soil having a unit weight of 110 pounds per cubic foot, an angle of internal friction of 30 degrees with no cohesion. The allowable soil bearing pressure at the toe of the wall should be limited to 1,500 pounds per square foot.

REFERENCES CITED

Madin, I.P., 1990, Earthquake-Hazard Geology Maps of the Portland Metropolitan Area, Oregon: Text and Map Explanation, Oregon Department of Geology and Mineral Industries Open-File Report O-90-2.



Transportation • Structural • Civil • Surveying • Inspection • Environmental

CONCEPTUAL REPORT FOR FANNO CREEK (WALL STREET) BRIDGE CITY OF TIGARD

Introduction

This report addresses the new bridge crossing of Fanno Creek as part of the roadway project that connects S.W. Hunziker Street to S.W. Hall Boulevard via S.W. Wall Street. Wall Street is currently 1/3 mile long and runs between Hunziker and the Burlington Northern railroad tracks. This project will improve the existing roadway section and then extend Wall Street southwest across the railroad tracks and Fanno Creek connecting to Hall Boulevard. An at-grade crossing is anticipated for the railroad tracks, and no existing bridge is present at the Fanno Creek crossing location.

The recommendations contained herein are based on preliminary studies by OBEC Consulting Engineers with support from DeHaas and Associates for surveying and alignments, and geotechnical input from Shannon & Wilson, Inc.

Design Criteria

It is the intent of this design to construct a new seismically resistant bridge similar to the recent City of Tigard bridge projects at Grant Avenue and Tiedeman Avenue. The new roadway will include 12' travel lanes and 6' bike paths with 6' raised sidewalks on each side of centerline.

The bridge will be designed for HS-20 loading according to the current *American Association of State and Highway Officials* (AASHTO) standards. The design will include 2" of asphalt wearing surface with an allowance of 2" for future asphalt. The new structure will be designed for a site peak acceleration of 0.2g based on current ODOT seismic hazard map.

Foundation Investigation

A preliminary geotechnical evaluation based on literature research and past experience with similar projects was performed by Shannon & Wilson, Inc. Their recommendations for the bridge indicated deep pile foundations driven into the Troudale Formation and Sandy River Mudstone equivalent. We anticipate that the piles will be either 14" or 16" closed-end pipe piles driven to bearing capacities of 80 to 90 tons and depths of 75' to 100'. Because of limited geotechnical information at this time, we have used 80' lengths and 16" pipe piling for cost estimating purposes.

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Hydraulic Investigation

The proposed road crosses Fanno Creek approximately 3.7 miles upstream from its confluence with the Tualatin River. The proposed bridge site is located in Zone AE as delineated on the Flood Insurance Rate Map (FIRM) for the City of Tigard, Oregon, Washington County, Map Number 4102760003B, effective date March 1, 1982. The proposed road crosses Fanno Creek at approximately cross section "H" from the Flood Insurance Study (FIS) for the City of Tigard, Oregon, Washington County dated September 1, 1981. The FIS states the regulated floodway width for Fanno Creek at this section is 320 feet wide with a regulatory water surface elevation for the base flood of 141.1 feet based on the National Geodetic Vertical Datum (NGVD).

This preliminary study summarizes the results of a hydraulic analysis conducted to determine the effects the proposed bridge would have on the base flood elevations in order to comply with the Code of Federal Regulations 44 CFR 60.3 and the City of Tigard Land Development Code. Federal Regulation 44 CFR 60.3 section d.2 requires that any encroachment into the regulated floodway must result in a 0.00 (no rise) increase to the base flood elevations.

HEC-RAS Version 2.2, September 1998, was used to analyze the hydraulic conditions at the proposed bridge site. The hydrology used for this study is based on flows obtained from the FIS for Fanno Creek. The design flood for the proposed project is the 100-year event. Two models were developed for the bridge site: a natural condition model to represent the natural condition before any structures are built and a proposed condition model that represents the proposed bridge. All of the models were developed from a topographic survey completed by DeHaas and Associates.

Several options were analyzed for the proposed condition model to identify a bridge that would comply with the "no rise" requirement established by Federal regulations. The analysis started with an 80-foot-long single-span increasing up to a 120-foot-long single-span bridge. All these single-span structures resulted in a rise in the base flood elevation. Extensive channel modifications were investigated with the 120-foot-long single-span but this also resulted in a rise in the base flood elevation. After numerous iterations, analysis showed that a multi-span bridge that spans the 320-foot floodway was the only option that would comply with the "no rise" requirement. This bridge option did require some berm removal on the west side of the main channel to offset the backwater caused by the interior bents of the bridge.

There has been some discussion regarding encroachment within the regulatory floodway as an option, thereby allowing a shorter bridge. The only way to change the regulated floodway and the base flood elevations adopted by the National Flood Insurance Program (NFIP) is to apply to the Federal Emergency Management Agency (FEMA) for a Conditional Letter of Map Revision (CLOMR). The CLOMR is submitted to FEMA for review to determine if the project complies with the minimum floodplain management

criteria. This process can be used to get approval from FEMA to revise the base flood elevations and or floodway which could allow for a shorter bridge. However, this process could take up to a year which may or may not get approval and would require an extensive hydrologic and hydraulic analysis to determine the new base flood elevations and floodway that would need to be submitted with the CLOMR.

This level of hydraulic analysis would require a copy of the original HEC-2 model used to develop the FIS from FEMA and additional survey data to be obtained for Fanno Creek. The existing survey data would need to be expanded to include Fanno Creek and its floodplain from the bridge crossing at S.W. Hall Blvd on the upstream side of the proposed bridge to 2000 feet below the proposed bridge on the downstream side. The original HEC-2 model would be modified with the survey data to create a new base model that would be used to determine the new base flood elevations for the proposed structure. The results of the analysis must show that the combined effects do not increase the base flood elevations "with floodway" by more than what is shown in the FIS. In this case at Section "H" the increase is 0.6 feet. A CLOMR could then be submitted to FEMA for approval with the appropriate review fees included. The submittal would include a topographic map delineating the new base flood elevations and floodway; a statement that the City of Tigard has notified all the affected property owners of the proposed impacts to properties upstream and downstream; and a copy of the adoption of the new base flood elevations and floodway by the City of Tigard. Joe Weber from the Region 10 Office of FEMA was contacted on December 12, 2002, for verification of the procedure stated above.

Our recommendation at this time is for a bridge consisting of four 80 foot spans that utilize prestressed slabs totaling 320 feet. This bridge will comply with the "no rise" requirement established by current Federal regulations and the City of Tigard Land Development Code. Further investigation into revising the regulatory floodway is beyond the scope of this preliminary report.

Permits

Corps of Engineers and Division of State Lands fill/removal permits will likely be required at this site. We also anticipate a City of Tigard Sensitive Lands Permit for the approach embankment encroachment into the 100-year flood plain. Any encroachment volume into the 100-year flood plain will need to be mitigated with an equal volume of removal somewhere near the site according to Chapter 3 section 13(c) of the Clean Water Services *Design and Construction Standards*.

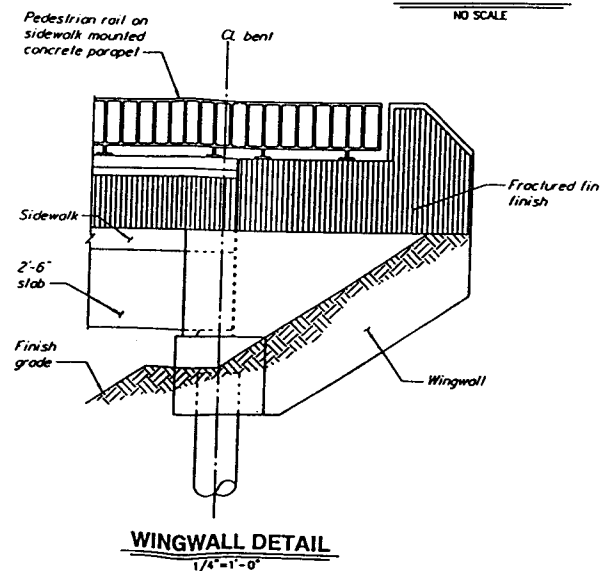
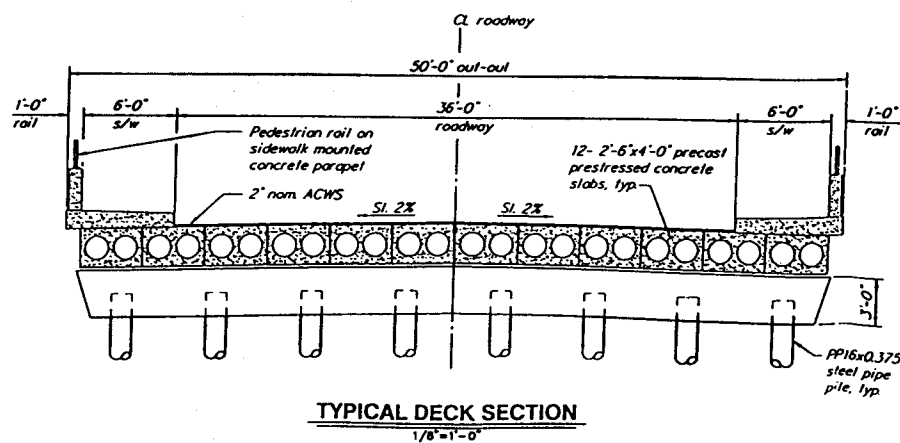
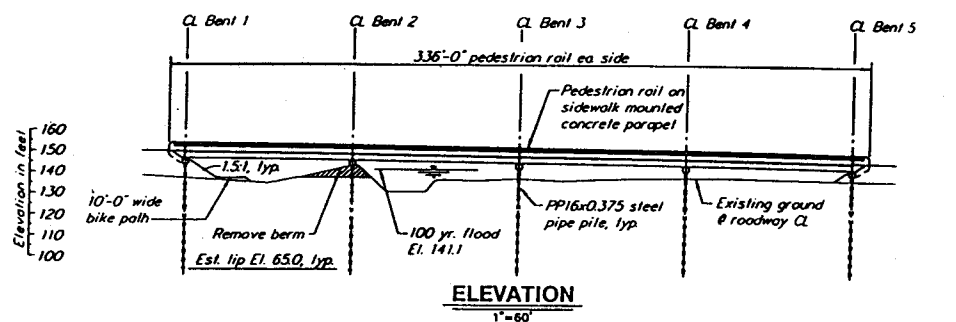
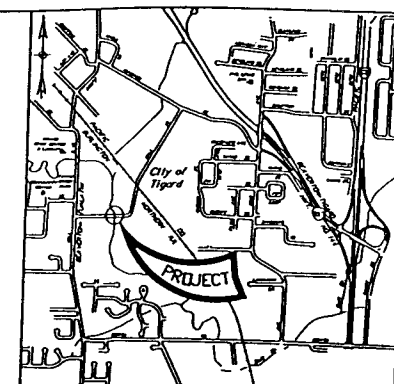
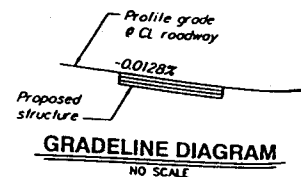
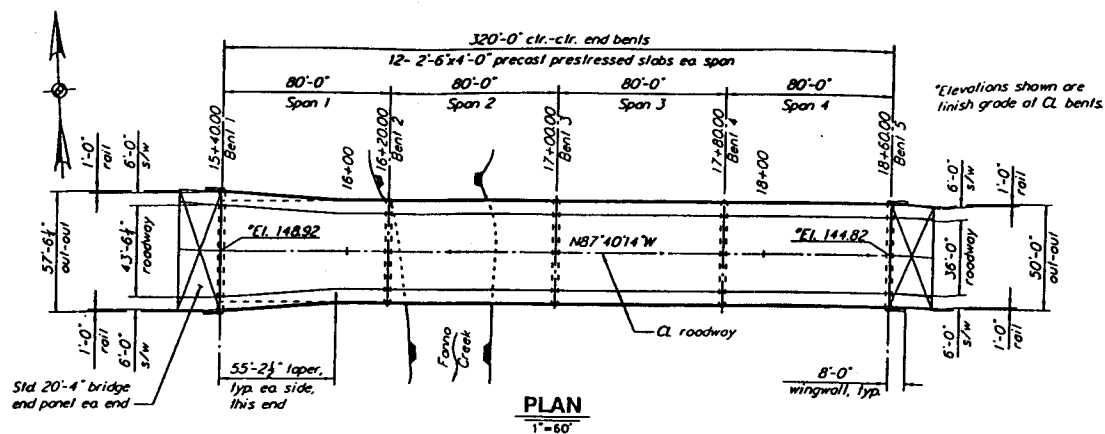
Because this is a new crossing, DSL requires an easement with legal description for any new structures above "waters of the state" according to OAR 141-65. Additional environmental issues will be addressed by Pacific Habitat Services.

Proposed Bridge

The proposed bridge is a 320-foot-long bridge consisting of four 80-foot-long spans comprised of twelve 30-inch-deep by 4-foot-wide prestressed concrete slabs (Figure 1). The typical bridge section consists of two 12'-0" travel lanes with two 6'-0" bike lanes for a total roadway width of 36'-0". There will also be a 6'-0" sidewalk on each side to match the approach sidewalk. At the west end, the bridge will be flared to a roadway width of 43'-6 1/4" to match the required taper for the additional turn lane at Hall Boulevard. This will require adding a cast-in-place concrete flared section to the prestressed slabs. We recommend that 20 foot reinforced concrete end panels be constructed at each end of the new bridge. We feel this would be an effective measure to minimize potential differential settlement at the bridge ends where up to 10 feet of embankment will be placed.

The bridge rail recommended is the same as that used on the recent Grant Avenue and Tiedeman Avenue bridges. It consists of a concrete parapet with a steel pedestrian rail mounted on top that is 4'-6" above the sidewalk elevation (ODOT Standard Drawing BR250).

The preliminary construction cost estimate for the bridge only is \$1,156,700, including contingencies (Figure 2).



OBEC CONSULTING ENGINEERS		830 COUNTRY CLUB ROAD, SUITE 100 TIGARD, OREGON 97146 TEL: (503) 863-4000 FAX: (503) 863-4070 www.obec.com	
REV.	DESCRIPTION	BY	DATE
FANNO CR. (WALL ST.) BRIDGE			
TIGARD		OREGON	
TYPE, SIZE & LOCATION - 1			
DESIGNED: Gayle D. Harley, P.E. DRAWN: RDC	PROJECT NO. 604-1 SHEET: 1 OF 2	DATE: DEC 2002	FILE NO.

Figure 1

FIGURE 2
Fanno Creek (Wall Street) Bridge
City of Tigard

320' Bridge
Preliminary Cost Estimate
December 13, 2002

Spec. No.	Item No.	Item	Bid Unit	Est. Unit	Quantity	Unit Price	Total Price
MOBILIZATION							
00210	10	Mobilization	Lump Sum	Lump Sum	All	Lump Sum \$	95,600
BRIDGES							
00510	20	Shoring & Cribbing	Lump Sum	Lump Sum	All	Lump Sum \$	2,000
00510	30	Structure Excavation	Lump Sum	CY	120	\$ 20.00 \$	2,400
00510	40	Granular Structure Backfill	Lump Sum	CY	40	\$ 25.00 \$	1,000
00520	50	Furnish Pile Driving Equipment	Lump Sum	Lump Sum	All	Lump Sum \$	20,000
00520	60	Furnish 16" Pipe Piles	LF	LF	3,200	\$ 20.00 \$	64,000
00520	70	Drive 16" Pipe Piles	Each	Each	40	\$ 300.00 \$	12,000
00520	80	Pile Splice, 16" Piles	Each	Each	40	\$ 200.00 \$	8,000
00530	90	Reinforcement	Lump Sum	lbs	33,360	\$ 0.55 \$	18,300
00540	100	Structural Concrete, Class 25 (1)	Lump Sum	CY	278	\$ 300.00 \$	83,400
00550	110	30" Precast Prestressed Slabs	Each	Each	48	\$ 12,500.00 \$	600,000
00583	120	20' Reinforced Concrete End Panels	SY	SY	214	\$ 135.00 \$	28,900
00587	130	Concrete Parapet with Pedestrian Rail	LF	LF	672.0	\$ 130.00 \$	87,400
00591	140	Membrane Waterproofing	SY	SY	1303	\$ 15.00 \$	19,500
							\$ 946,900.00
WEARING SURFACES							
00744	150	Asphalt Concrete Pavement (2)	tons	tons	150	\$ 60.00 \$	9,000
SUBTOTAL OF ITEMS							\$ 1,051,500
Contingencies @ 10%:							\$ 105,200
Construction Engineering @ 10%:							\$ 105,200
TOTAL PRELIMINARY ESTIMATE (3):							\$ 1,261,900

1) Quantity includes Bridge & End Panel sidewalks

2) Quantity includes Bridge and End Panels

3) Bridge Only - Does not include TP&DT, Erosion Control, or Seeding

July 23, 2001

Walter Rivers
Property Manager
Deering Management Group, Inc.
4800 SW Macadam Street
Portland, OR 97201



Dear Mr. Rivers:

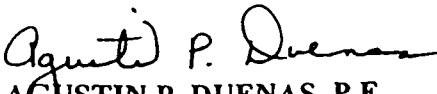
The City of Tigard's draft Transportation System Plan (TSP) proposes the extension of Wall Street from Hunziker Street to Hall Boulevard. This proposed street would allow northbound traffic from south Tigard to bypass Hall Boulevard and proceed directly to Hunziker Street, then north to the Tigard Triangle. This connection is projected to carry about 5,000 to 7,000 vehicles per day and would reduce the level of traffic at two key intersections (Hall/Hunziker and 72nd/Bonita Road). This new connector produces adequate capacity at those two locations, and relieves Hall Boulevard sufficiently to allow that street to function adequately at 3 instead of 5 lanes. A proposed future overcrossing of Highway 217 will allow traffic to connect directly from Hunziker to Hampton Street in the Tigard Triangle.

A key element in the construction of this new connection is removal of the existing spur track along Wall Street. The spur track runs along Wall Street and crosses Hunziker Street to serve property on the north side of that street. This spur track would have to be removed for the new street to be constructed. It is our understanding that your firm manages the Tigard Distribution Center property (presumably owned by Klokke Corporation) located west of the spur track. We would like to set up a meeting with you or your representatives to discuss this proposed new connection and the need for removal of the spur track. We will be calling you in the next two to three weeks to set a meeting for discussion of this matter.

The extension of Wall Street is important to Tigard's future transportation plans, and we wish to do everything we can to make it feasible to construct. Mr. Fred Fields, the owner of much of the property over which this street would be constructed, is greatly interested in seeing this link established and is willing to participate in the construction of a portion of the proposed street. We see this interest as an opportunity for the City of Tigard to partner with Mr. Fields and others in funding the construction of this new street.

If you have any questions, please do not hesitate to contact me.

Sincerely,


AGUSTIN P. DUENAS, P.E.
City Engineer

c: William A. Monahan, City Manager
Fred Fields

I:\Eng\Gus\Letters\Letter to Deering Management Group Regarding Spur Track on Wall Street.doc

September 7, 2001

Walter Rivers
Property Manager
Deering Management Group, Inc.
4800 SW Macadam Street
Portland, OR 97201



Dear Mr. Rivers:

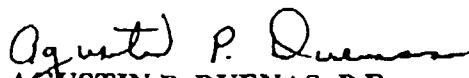
This is to update you on developments that have occurred since our meeting on August 23, 2001. At its business meeting on August 28, 2001, the Tigard City Council approved the property adjacent to Hall Boulevard (across from O'Mara Street) as the site for the proposed new library. This is the property owned by Mr. Fred Fields. The Council authorized City staff to pursue an option to purchase the property as the first step towards securing the site for the new library.

The new library construction plans will show the primary access to the library coming from Wall Street connecting to Hall Boulevard at the south end of the Fields property. Hence, the segment of the Wall Street Extension that connects to Hall Boulevard will be constructed in conjunction with the new library construction. Enclosed is a drawing showing the preliminary alignment for the Wall Street Extension and the proposed new library site.

We hope to hear from you soon regarding your analysis of the importance of the spur track to the Tigard Distribution Center. As I mentioned in my letter of July 23, 2001, and as emphasized in our meeting, the extension of Wall Street from Hunziker Street to Hall Boulevard is important to Tigard's future transportation plans. The removal of the existing spur track along Wall Street is essential for this connection to be made.

If you have any questions, please do not hesitate to contact me.

Sincerely,


AGUSTIN P. DUENAS, P.E.
City Engineer

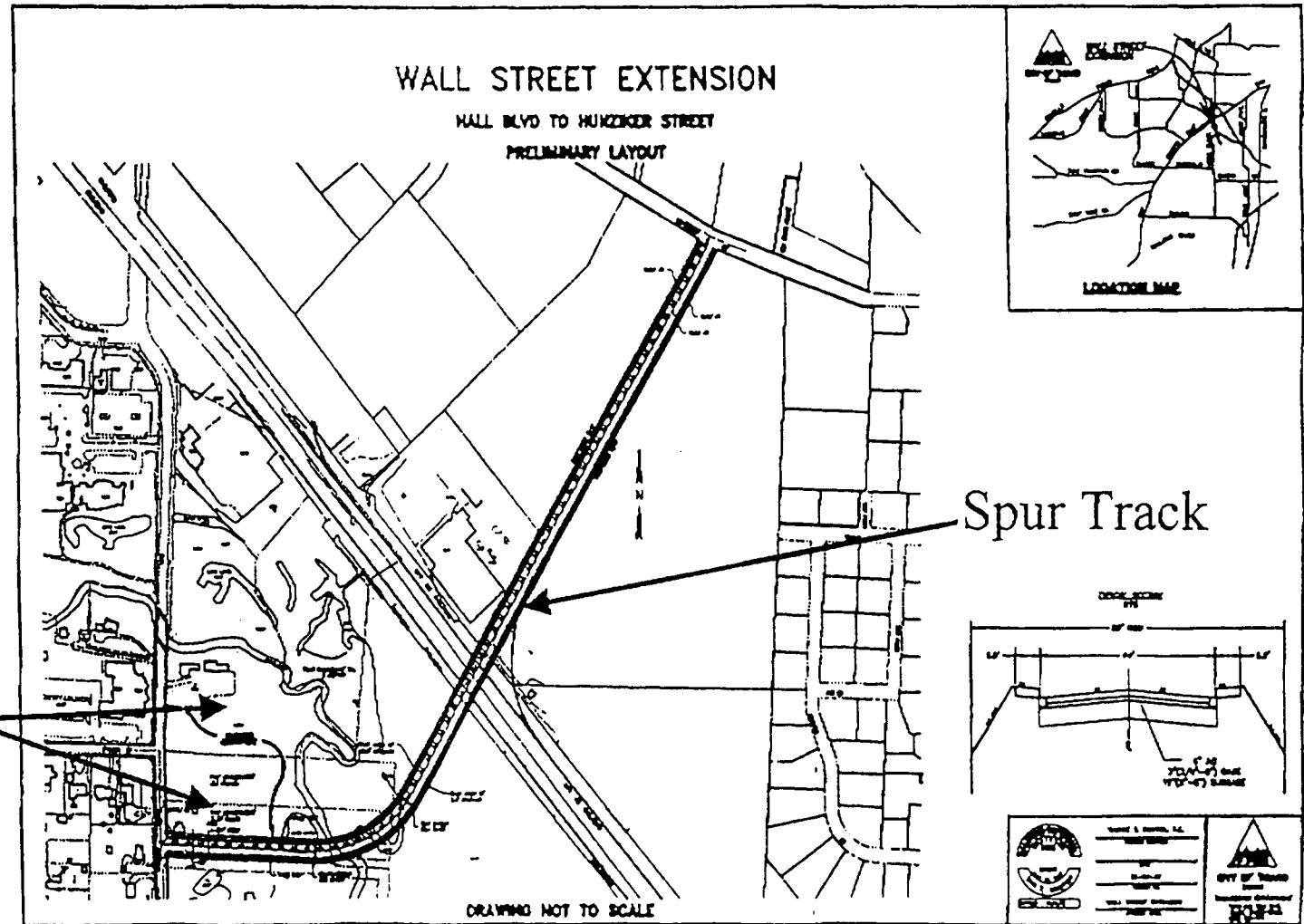
Enclosure

c: William A. Monahan, City Manager
Margaret Barnes, Library Director
Fred Fields

I:\Eng\Gus\Letters\Letter to Deering Management Group Providing an Update as of 9-7-01.doc

Wall Street Extension

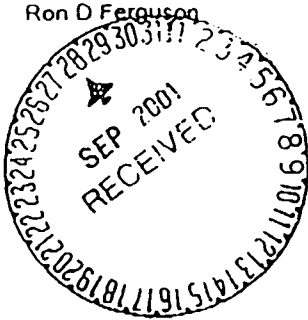
Proposed
Site
Tigard
New
Library



RON D FERGUSON, P.C.

Attorney at Law
Tualatin Park Offices
8555 SW Tualatin Road
PO Box 909
Tualatin, OR 97062
(503) 692-5350

Facsimile: (503) 691-2694
MAILING ADDRESS:
PO Box 909
Tualatin, OR 97062



September 27, 2001

CLIENT'S COPY

City of Tigard
Attn: Agustin P. Duenas, PE
13125 SW Hall Blvd
Tigard, OR 97223

Re: Wall Street Extension
My client: Tigard Distribution Center

Mr. Duenas:

As you may recall, I appeared with Mr. Walt Rivers of Deering Management Group at a meeting on August 23, 2001, with yourself and Mr. Fred Fields, concerning the Wall Street extension. I am representing the interests of Klokke Corporation, the owner of the Tigard Distribution Center. In addition to the above-described meeting, I have now received a copy of your September 7, 2001, letter requesting some response on behalf of the Tigard Distribution Center. I have consulted with Mr. Rivers of Deering Management Group, Inc., and representatives of Klokke Corporation and I would provide you with the following response.

First, and foremost, I want to reiterate a position stated to you at the time of our meeting on August 23, 2001. The Tigard Distribution Center was purchased by my clients and has continued to be operated relying on the fact that this property is served by the railway spur track. While it is not currently being utilized on a regular basis, it has in the past, and we anticipate that it is extremely likely that perspective future tenants will find this railroad spur extremely advantageous. It has very real economic value to the property and my client's ownership interests. At this time, my clients are not interested in releasing their interest to the railway spur and suffering a loss of that economic value.

In addition, beyond the simple economic value the railroad spur adds to my client's property, the spur also provides significant benefits to my client's building, its use of the property, and its construction. The preliminary information that I possess suggests that the zoning, access, parking, and fire district access, as well as perhaps setbacks of the construction, might be adversely impacted by the loss of the rail spur which may require significant modification to my client's property at rather substantial costs. Obviously, they do not feel they should bear any of those related costs should they ultimately lose use of the rail spur.

When I view the overall concept of the Wall Street Extensions, it appears to me that there may be value to the City of Tigard by removing the rail spur and there may be some reduction in the existing traffic patterns if and when the Wall Street extension is concluded. It is not readily

Agustin P. Duenas, PE
September 27, 2001
Page 2

apparent to me how traffic will be significantly reduced. It does appear to me, however, that there will be very significant economic value to this proposed Wall Street extension to Mr. Fields. The extension appears to make the potential library location, owned by Mr. Fields, much more valuable. In addition, Mr. Fields will then own a great portion of the adjacent property that runs along the newly created and improved Wall Street, which would replace the rail spur. So I must confess, it initially appears to me that a request is being made of my clients to "donate" significant economic value to a project which will greatly enhance the benefit of the property owned by other participants in this venture. Personally, I wonder if a similar roadway could not be established adjacent to the existing railway spur located on the property owned by Mr. Fields, and accomplish many of the goals the City seeks to attain.

Finally, I understood, at the time of our meeting, that the Wall Street extension is being approached in various phases. There appears to be some urgency, especially on behalf of Mr. Fields, to remove the rail spur and complete and approve a portion of Wall Street in the immediate future. If I understand correctly, there appear to be numerous obstacles, planning and further activity required before construction can occur over the Fanno Creek wetlands towards the west end of the proposed extension. Under no circumstances would my client consider attempting to resolve this matter unless and until complete assurances and approval have been received guaranteeing a construction of Wall Street to its anticipated terminus on Hall Blvd.

Please understand that my clients are very much interested in working with the City of Tigard and cooperating with Tigard's future goals and plans. If they are to lose a portion of economic benefit of ownership of their property, however, they feel more than justified to demand compensation for that loss. They would also like to insure that the City of Tigard is erecting the best possible plan to improve its transportation system and that if those plans adversely impact the citizens of Tigard that those affected parties equally bare the burden of the proposal.

Respectfully,

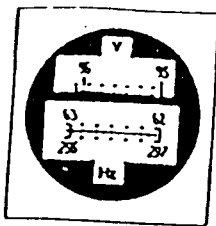
RON D FERGUSON, P.C.

Ron D Ferguson

RDF:lr

cc: Client





DE HAAS
&
Associates, Inc.
Consulting Engineers & Surveyors

Suite 300 - AGC Center
9450 SW Commerce Circle
Wilsonville, OR. 97070
(503) 682-2450
(503) 682-4018 Fax

8d

January 17, 2003

Mariann Deering
Deering Management Group, Inc.
4800 SW Macadam Avenue, Suite 120
Portland, OR 97201

Re: Wall Street LID

Dear Mariann:

We are in the process of preparing a Conceptual Engineer's Report related to formation of a Local Improvement District (LID) that would provide a major collector street (Wall Street) connecting Hall Blvd. with Hunziker Street. The project begins at a signalized intersection of Wall Street with Hall Blvd. and extends easterly between the new library site on the North and the proposed Fanno Pointe development on the South, and then northeasterly with a 320ft. bridge crossing Fanno Creek, across the two sets of railroad tracks and along the current Coe Manufacturing Co./Fred Fields access to Hunziker Street. (See attached maps).

A railroad spur track falls within the Fred Fields access portion and extends across Hunziker to serve the Hunziker Industrial Park along with property currently leased to Gage Industries.

The LID proposes to eliminate the spur track along with the railroad signals at Hunziker. As a part of our conceptual report, we need to generally explain the procedure necessary to eliminate the spur service to the two properties West of Hunziker and approximately what costs may be involved.

We are asking your assistance in helping us develop this information.

Sincerely,

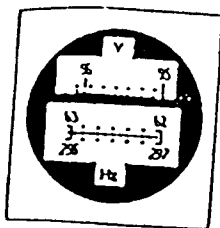
Marlin J. DeHaas, P.E., P.L.S.
President

cc: 02.629.118 ✓
Vannie Nguyen - City of Tigard

Attachments

MJD/lo

629ltr.117



DE HAAS
&
Associates, Inc.
Consulting Engineers & Surveyors

Suite 300 - AGC Center
9450 SW Commerce Circle
Wilsonville, OR. 97070
(503) 682-2450
(503) 682-4018 Fax

8e

January 17, 2003

Cheryl Bennett
Norris, Beggs & Simpson
121 SW Morrison, Suite 200
Portland, OR 97204

Re: Wall Street LID

Dear Cheryl:


We are in the process of preparing a Conceptual Engineer's Report related to formation of a Local Improvement District (LID) that would provide a major collector street (Wall Street) connecting Hall Blvd. with Hunziker Street. The project begins at a signalized intersection of Wall Street with Hall Blvd. and extends easterly between the new library site on the North and the proposed Fanno Pointe development on the South, and then northeasterly with a 320ft. bridge crossing Fanno Creek, across the two sets of railroad tracks and along the current Coe Manufacturing Co./Fred Fields access to Hunziker Street. (See attached maps).

A railroad spur track falls within the Fred Fields access portion and extends across Hunziker to serve the Hunziker Industrial Park along with property currently leased to Gage Industries.

The LID proposes to eliminate the spur track along with the railroad signals at Hunziker. As a part of our conceptual report, we need to generally explain the procedure necessary to eliminate the spur service to the two properties West of Hunziker and approximately what costs may be involved.

We are asking your assistance in helping us develop this information.

Sincerely,


Marlin J. DeHaas, P.E., P.L.S.
President

cc: 02.629.118 ✓
Vannie Nguyen - City of Tigard

Attachments

MJD/lo

629ltr.117



**NORRIS
BEGGS &
SIMPSON**
REALTORS

121 SW MORRISON STREET, SUITE 200 • PORTLAND, OREGON 97204
PHONE: (503)223-7181 • FAX: (503)273-0256

New America International

January 22, 2003

Mr. Marlin Dehaas
Dehaas & Associates
9450 SW Commerce Circle, Suite 300
Wilsonville, OR 97070

Re: Wall Street LID

Dear Marlin:

I have reviewed the Conceptual Engineer's Report related to the LID for the proposed Wall Street, including the removal of the rail spur serving the area. We are agreeable to the proposed LID provided that the rail spur behind our building is removed in its entirety and the area is graveled and leveled as a part of this project

If you have any further questions or concerns, please do not hesitate to call me at 503-273-0384.

Sincerely,

NORRIS, BEGGS & SIMPSON

Cheryl L. Bennett, CPM
Property Manager

CLB/mao
dehaas.doc

cc: Blake Hering
Wall Street LID File



NORRIS, BEGGS & SIMPSON NORTHWEST LIMITED PARTNERSHIP • PORTLAND • VANCOUVER • BELLEVUE
YOUR PARTNER IN REAL ESTATE SERVICES WORLDWIDE

PRELIMINARY CONSTRUCTION COST ESTIMATE

(January 27, 2003)

Schedule A - Street Improvements

SW WALL STREET (425Lf and 2775Lf)

Item No.	Description	Quantity 425ft.	Quantity 2775ft.	Unit	Unit Price	Total Price 425ft	Total Price 2775ft	Total
1	Mobilization	18%	82%	Lump Sum	\$69,325.00	\$12,325.00	\$57,000.00	\$69,325.00
2	TP & DT (Traffic Protection and Direction of Traffic)	13%	87%	Lump Sum	18,750.00	2,500.00	16,250.00	18,750.00
3	Erosion Control	33%	67%	Lump Sum	4,500.00	1,500.00	3,000.00	4,500.00
4	Clearing & Grubbing	13%	87%	Lump Sum	37,500.00	5,000.00	32,500.00	37,500.00
5	Sawcut A.C.	118	95	Lineal Feet	1.50	177.00	142.50	319.50
6	Stripping	2,230	8,940	Cubic Yards	10.00	22,300.00	89,400.00	111,700.00
7	Common Excavation	110	2,640	Cubic Yards	8.00	880.00	21,120.00	22,000.00
8	Embankment (with on-site materials)	0	2,640	Cubic Yards	5.00	0.00	13,200.00	13,200.00
9	Embankment (Imported Material)	6,080	23,320	Cubic Yards	15.00	91,200.00	349,800.00	441,000.00
10	Subgrade Stabilization	20	100	Cubic Yards	30.00	600.00	3,000.00	3,600.00
11	3/4"-0 Crushed Rock	234	1,100	Cubic Yards	26.00	6,084.00	28,600.00	34,684.00
12	2"-0 Crushed Rock	1,007	4,400	Cubic Yards	26.00	26,182.00	114,400.00	140,582.00
13	Curb and Gutter	840	4,827	Lineal Feet	8.60	7,224.00	41,512.20	48,736.20
14	A.C. Pavement	982	3,910	Ton	42.00	41,244.00	164,220.00	205,464.00
15	Signing and Striping	13%	87%	Lump Sum	32,625.00	4,350.00	28,275.00	32,625.00
16	Wheelchair Ramps	2	2	Each	900.00	1,800.00	1,800.00	3,600.00
17	4" Concrete Sidewalk	4,637	27,810	Square Feet	3.20	14,838.40	88,992.00	103,830.40
18	6" Concrete Sidewalk and Apron	1,224	2,176	Square Feet	3.90	4,773.60	8,486.40	13,260.00
19	Street Barricade	1	0	Each	1,000.00	1,000.00	0.00	1,000.00
20	Underground Power, Telephone, TV and Lighting	13%	87%	Lump Sum	111,765.00	14,500.00	97,265.00	111,765.00
21	Remove Railroad Tracks	0	1,520	Lineal Feet	25.00	0.00	38,000.00	38,000.00

	\$258,478.00	\$1,196,963.10	\$1,455,441.10
Contingencies (10%)	\$25,848.00	\$119,696.00	\$145,544.00
Total Schedule A	\$284,326.00	\$1,316,659.10	\$1,600,985.10

PRELIMINARY CONSTRUCTION COST ESTIMATE

(January 27, 2003)

Schedule B - Storm Drain Improvements

SW WALL STREET (425Lf and 2775Lf)

Item No.	Description	Quantity 425ft.	Quantity 2775ft.	Unit	Unit Price	Total Price 425ft.	Total Price 2775ft.	Total
1	Mobilization	16%	84%	Lump Sum	\$10,985.00	\$1,735.00	\$9,250.00	\$10,985.00
2	TP & DT (Traffic Protection and Direction of Traffic)	13%	87%	Lump Sum	1,875.00	250.00	1,625.00	1,875.00
3	Erosion Control	13%	87%	Lump Sum	1,125.00	150.00	975.00	1,125.00
4	Clearing & Grubbing	13%	87%	Lump Sum	3,750.00	500.00	3,250.00	3,750.00
5	Trench Excavation (Common) and Class B Backfill	451	2,532	Lineal Feet	25.00	11,275.00	63,300.00	74,575.00
6	Trench Foundation	25	25	Lineal Feet	5.00	125.00	125.00	250.00
7	6" PVC Pipe	0	65	Lineal Feet	6.00	0.00	390.00	390.00
8	10" PVC Pipe	102	300	Lineal Feet	12.00	1,224.00	3,600.00	4,824.00
9	12" PVC Pipe	67	389	Lineal Feet	15.00	1,005.00	5,835.00	6,840.00
10	15" PVC Pipe	0	408	Lineal Feet	18.50	0.00	6,732.00	6,732.00
11	18" PVC Pipe	0	651	Lineal Feet	18.00	0.00	11,718.00	11,718.00
12	24" PVC Pipe	0	879	Lineal Feet	20.00	0.00	17,580.00	17,580.00
13	24" Concrete Pipe	41	0	Lineal Feet	21.00	861.00	0.00	861.00
14	30" Concrete Pipe	241	0	Lineal Feet	25.00	6,025.00	0.00	6,025.00
15	Bore Under Railroad	0	160	Lineal Feet	225.00	0.00	36,000.00	36,000.00
16	Catch Basins	4	12	Each	1,200.00	4,800.00	14,400.00	19,200.00
17	48" Standard Manhole	0	7	Each	2,000.00	0.00	14,000.00	14,000.00
18	60" Standard Manhole	2	1	Each	3,500.00	7,000.00	3,500.00	10,500.00
19	Class 100 Grouted Rip-Rap	30	20	Cubic Yards	50.00	1,500.00	1,000.00	2,500.00
20	Adjust Existing Manhole	0	1	Each	400.00	0.00	400.00	400.00
21	Remove Existing Catch Basin	0	1	Each	500.00	0.00	500.00	500.00

	\$36,450.00	\$194,180.00	\$230,630.00
Contingencies (10%)	\$3,645.00	\$19,418.00	\$23,063.00
Total Schedule B	\$40,095.00	\$213,598.00	\$253,693.00

PRELIMINARY CONSTRUCTION COST ESTIMATE
(January 27, 2003)

SW WALL STREET (425 Lf and 2775Lf)

Schedule C - Sanitary Sewer Improvements

Item No.	Description	Quantity 425ft	Quantity 2775ft	Unit	Unit Price	Total Price 425ft	Total Price 2775ft	Total
1	Mobilization	8%	92%	Lump Sum	\$1,700.00	\$136.00	\$1,564.00	\$1,700.00
2	TP & DT (Traffic Protection and Direction of Traffic)	8%	92%	Lump Sum	750.00	60.00	690.00	750.00
3	Erosion Control	8%	92%	Lump Sum	2,250.00	180.00	2070.00	2,250.00
4	Clearing & Grubbing	8%	92%	Lump Sum	1,500.00	120.00	1380.00	1,500.00
5	Trench Foundation	10	10	Lineal Feet	5.00	50.00	50.00	100.00
6	10" PVC Pipe	0	680	Lineal Feet	9.00	0.00	6,120.00	6,120.00
7	Trench Excavation (Common and Class A Backfill)	0	100	Lineal Feet	15.00	0.00	1,500.00	1,500.00
8	Trench Excavation (Common and Class B Backfill)	0	580	Lineal Feet	25.00	0.00	14,500.00	14,500.00
9	10" Plugs	0	2	Each	20.00	0.00	40.00	40.00
10	Adjust Existing Manhole	3	1	Each	900.00	2,700.00	900.00	3,600.00
11	Connect to Existing Manhole	0	1	Each	900.00	0.00	900.00	900.00
12	48" Standard Manhole	0	2	Each	2,000.00	0.00	4,000.00	4,000.00

	\$3,246.00	\$33,714.00	\$36,960.00
Contingencies (10%)	\$325.00	\$3,371.00	\$3,696.00
Total Schedule C	\$3,571.00	\$37,085.00	\$40,656.00

PRELIMINARY CONSTRUCTION COST ESTIMATE
(January 27, 2003)

SW WALL STREET (425 Lf and 2775Lf)

Schedule D - Water Improvements

Item No.	Description	Quantity 425ft	Quantity 2775ft	Unit	Unit Price	Total Price 425ft	Total Price 2775ft	Total
1	Mobilization	12%	88%	Lump Sum	\$9,430.00	\$1,100.00	\$8,330.00	\$9,430.00
2	TP & DT (Traffic Protection and Direction of Traffic)	13%	87%	Lump Sum	1,500.00	200.00	1,300.00	1,500.00
3	Erosion Control	13%	87%	Lump Sum	375.00	50.00	325.00	375.00
4	Clearing and Grubbing	13%	87%	Lump Sum	750.00	100.00	650.00	750.00
5	12" Ductile Iron Pipe (Class 52)	412	2,775	Lineal Feet	15.00	6,180.00	41,625.00	47,805.00
6	8" Ductile Iron Pipe	0	85	Lineal Feet	12.00	0.00	1,020.00	1,020.00
7	Trench Excavation (Common) and Class B Backfill	412	2,380	Lineal Feet	20.00	8,240.00	47,600.00	55,840.00
8	Trench Foundation	20	20	Lineal Feet	5.00	100.00	100.00	200.00
9	Ductile Iron Fittings	225	2,900	Pounds	2.80	630.00	8,120.00	8,750.00
10	12" MJ Gate Valves	1	6	Each	800.00	800.00	4,800.00	5,600.00
11	8" FL Gate Valves	0	5	Each	550.00	0.00	2,750.00	2,750.00
12	6" FL Gate Valves	1	3	Each	450.00	450.00	1,350.00	1,800.00
13	Fire Hydrants	1	3	Each	1,800.00	1,800.00	5,400.00	7,200.00
14	2" Blowoff Valve Assembly	1	0	Each	675.00	675.00	0.00	675.00
15	Remove Existing 2" Blowoff Valve Assembly and Connect	0	1	Each	1,000.00	0.00	1,000.00	1,000.00
16	Wet Tap Assembly Including Valve	1	1	Each	2,500.00	2,500.00	2,500.00	5,000.00
17	Anchor 12" Ductile Iron Pipe Class 52 to Bridge	0	320	Lineal Feet	50.00	0.00	16,000.00	16,000.00
18	Bore Under Railroad	0	160	Lineal Feet	200.00	0.00	32,000.00	32,000.00

	\$22,825.00	\$174,870.00	\$197,695.00
Contingencies (10%)	\$2,282.50	\$17,487.00	\$19,769.50
Total Schedule D	\$25,107.50	\$192,357.00	\$217,464.50

PRELIMINARY CONSTRUCTION COST ESTIMATE
(January 27, 2003)

SW WALL STREET (425Lf and 2775Lf)

Schedule E - Signalization (Including Interconnect with Burnham and McDonald)

Item No.	Description	Quantity 425ft	Quantity 2775ft	Unit	Unit Price	Total Price 425ft	Total Price 2775ft	Total
1	Signalization	100%	0	Lump Sum	\$180,000.00	\$180,000.00	\$0.00	\$180,000.00

		\$180,000.00	\$0.00	\$180,000.00
Contingencies (10%)		18,000.00	0.00	18,000.00
Total Schedule E		198,000.00	0.00	\$198,000.00

* The Hall Blvd. signals at Burnham and McDonald are close enough that ODOT may condition a Traffic Signal Interconnect. If the interconnect is not required, deduct the following estimated construction costs:

		30,000.00	0.00	30,000.00
Contingencies (10%)		3,000.00	0.00	3,000.00
		\$33,000.00	0.00	\$33,000.00
Total Schedule E		\$231,000.00	\$0.00	\$231,000.00

Schedule F - Wetland and Buffer Mitigation

Item No.	Description	Quantity 425ft	Quantity 2775ft	Unit	Unit Price	Total Price 425ft	Total Price 2775ft	Total
1	Wetland and Buffer Mitigation	59%	41%	Lump Sum	\$110,000.00	\$65,000.00	\$45,000.00	\$110,000.00

		\$65,000.00	\$45,000.00	\$110,000.00
Contingencies (10%)		6,500.00	4,500.00	11,000.00
Total Schedule F		\$71,500.00	\$49,500.00	\$121,000.00

PRELIMINARY CONSTRUCTION COST ESTIMATE
(January 27, 2003)

SW WALL STREET (425Lf and 2775Lf)

Schedule G - Railroad Crossing

Item No.	Description	Quantity 425ft	Quantity 2775ft	Unit	Unit Price	Total Price 425ft	Total Price 2775ft	Total
1	Railroad Crossing Signal	0	100%	Lump Sum	\$250,000.00	\$0.00	\$250,000.00	\$250,000.00
2	Railroad Panels	0	136	Lineal Feet	250.00	0.00	\$34,000.00	\$34,000.00
						\$0.00	\$284,000.00	\$284,000.00
Contingencies (10%)						0.00	28,400.00	28,400.00
Total Schedule G						\$0.00	\$312,400.00	\$312,400.00

Schedule H - Bridge

Item No.	Description	Quantity 425ft	Quantity 2775ft	Unit	Unit Price	Total Price 425ft	Total Price 2775ft	Total
1		0	100%	Lump Sum	\$1,051,500.00	\$0.00	\$1,051,500.00	\$1,051,500.00
						\$0.00	\$1,051,500.00	\$1,051,500.00
Contingencies (10%)						0.00	105,150.00	105,150.00
Total Schedule H						\$0.00	\$1,156,650.00	\$1,156,650.00

Schedule I - Landscape

Item No.	Description	Quantity 425ft	Quantity 2775ft	Unit	Unit Price	Total Price 425ft	Total Price 2775ft	Total
1	Landscape and Irrigation	3786	20,528	Square Feet	\$3.50	\$13,251.00	\$71,848.00	\$85,099.00
2	Trees	21	114	Each	300.00	\$6,300.00	\$34,200.00	\$40,500.00
						\$19,551.00	\$106,048.00	\$125,599.00
Contingencies (10%)						1,955.00	10,605.00	12,560.00
Total Schedule I						\$21,506.00	\$116,653.00	\$138,159.00

PRELIMINARY CONSTRUCTION COST ESTIMATE

(January 27, 2003)

SW WALL STREET (425 Lf and 2775Lf)

Schedule J - Water Quality Swale

Item No.	Description	Quantity 425ft	Quantity 2775ft	Unit	Unit Price	Total Price 425ft	Total Price 2775ft	Total
1	Excavation	220	500	Cubic Yard	\$7.00	\$1,540.00	\$3,500.00	\$5,040.00
2	Inlet Structure	1	1	Each	2,500.00	2,500.00	2,500.00	5,000.00
3	Rip Rap	10	10	Cubic Yard	100.00	1,000.00	1,000.00	2,000.00
4	Outlet Structure	1	1	Each	2,500.00	2,500.00	2,500.00	5,000.00
5	Planting	3,900	5,850	Square Feet	0.50	1,950.00	2,925.00	4,875.00
6	Outfall Pipe	80	100	Lineal Feet	25.00	2,000.00	2,500.00	4,500.00
7	Energy Manhole	1	1	Each	3,500.00	3,500.00	3,500.00	7,000.00

	\$14,990.00	\$18,425.00	\$33,415.00
Contingencies (10%)	1,499.00	1,843.00	3,342.00
Total Schedule J	\$16,489.00	\$20,268.00	\$36,757.00

PRELIMINARY CONSTRUCTION COST ESTIMATE
(January 27, 2003)

SW WALL STREET (425 Lf and 2775Lf)

SUMMARY

	425ft	2775ft	Total
Schedule A (Street)	\$284,326.00	\$1,316,659.00	\$1,600,985.00
Schedule B (Storm Drain)	40,095.00	213,598.00	253,693.00
Schedule C (Sanitary Sewer)	3,571.00	37,085.00	40,656.00
Schedule D (Water)	25,108.00	192,357.00	217,465.00
Schedule E (Signalization)	231,000.00	0.00	231,000.00
Schedule F (Wetland Mitigation)	71,500.00	49,500.00	121,000.00
Schedule G (Railroad Crossing)	0.00	312,400.00	312,400.00
Schedule H (Bridge)	0.00	1,156,650.00	1,156,650.00
Schedule I (Landscape)	21,506.00	116,653.00	138,159.00
Schedule J (Water Quality Swale)	16,489.00	20,268.00	36,757.00
Total Construction	\$693,595.00	\$3,415,170.00	\$4,108,765.00

Wall Street LID

Estimated Right-of-Way Costs

January 28, 2003

Ident. No.	Tax Lot No.	a Area R/W OFP	b Area R/W IFP	\$4.69a	\$1.17b	Total R/W Costs
1	100	0	10,119	0	11,839	11,839
2	200	5,475	24,880	25,678	29,110	54,788
3	300	12,614	437	59,160	511	59,671
4	1200	33,048	5,195	154,995	6,078	161,073
5	1100	33,597	0	157,570	0	157,570
6	800	49,152	0	230,523	0	230,523
7	1202	0	0	0	0	0
8	1201	32,839	0	154,015	0	154,015
9	600	0	0	0	0	0
10	690	0	0	0	0	0
						\$829,479

R/W = Right-of-Way

Area Outside Flood Plain (OFP) @ \$4.69ft²

Area Inside Flood Plain (IFP) @ \$1.17ft²

Wall Street LID

Proposed Assessments

January 28, 2003

Ident. No.	Tax Lot No.	a Assessment Area OFP	b Assessment Area IFP	25% b	Net Assessment Area a + 25%b	Total Assessment
1	100	74,675	60,697	15,174	89,849	129,378
2	200	65,046	50,089	12,522	77,568	111,694
3	300	147,030	105,634	26,409	173,439	249,744
4	1200	797,202	311,054	77,764	874,966	1,259,909
5	1100	541,831	0	0	541,831	780,211
5 S.S.	1100	541,831	0	0	541,831	12,934
6	800	1,012,405	0	0	1,012,405	1,457,816
6 S.S.	800	1,012,405	0	0	1,012,405	24,166
7	1202	426,017	0	0	426,017	613,444
8	1201	242,460	0	0	242,460	349,131
9	600	91,003	99,714	24,929	115,932	166,937
10	690	0	8,712	2,178	2,178	3,136
						\$5,158,500

OFP = Outside Flood Plain

IFP = Inside Flood Plain

Assessment Formulas

$$\text{Sanitary Sewer Extension (S.S.)} \quad \frac{\$ 37,100}{1,554,236\text{ft}^2} = \$0.02387/\text{ft}^2$$

$$\text{All Other Assessable Costs} \quad \frac{\$5,121,400}{3,556,645\text{ft}^2} = \$1.43995/\text{ft}^2$$

WALL STREET LID

PRELIMINARY ASSESSMENT ROLL (and Ownership Report)

January 31, 2003

Ident. No.	Tax Lot No.	Owner	Assessed Valuation	Outstanding Assessment	Bonding Capacity	Preliminary Assessment	Bonding Deficiency
1	100 2S 1 2DD	City of Tigard 13125 SW Hall Blvd. Tigard, OR 97223	\$263,800	\$0.00	263,800	\$129,378	\$0.00
2	200 2S 1 2DD	City of Tigard 13125 SW Hall Blvd. Tigard, OR 97223	308,900	0	309,900	111,694	0
3	300 2S 1 2DD	Denell D. Zander & Carol M. 13700 SW Hall Blvd. Tigard, OR 97223	584,600	0	584,600	249,744	0
4	1200 2S 1 1	Fred W. Fields 1149 SW Davenport Portland, OR 97201	1,486,360	0	1,486,360	1,259,909	0
5	1100 2S 1 1	Fred W. Fields 1149 SW Davenport Portland, OR 97201	2,157,860	0	2,157,860	793,145	0
6	800 2S 1 1	Fred W. Fields 1149 SW Davenport Portland, OR 97201	3,980,810	0	3,980,810	1,481,982	0
7	1202 2S 1 1	The Coe Manufacturing Co. P.O. Box 520 Painesville, OH 44077	1,704,070	0	1,704,070	613,444	0
8	1201 2S 1 1	The Coe Manufacturing Co. P.O. Box 520 Painesville, OH 44077	1,101,200	0	1,101,200	349,131	0
9	600 2S 1 2DA	City of Tigard 13125 SW Hall Blvd. Tigard, OR 97223	335,300	0	335,300	166,937	0
10	690 2S 1 2DA	A. Eidrem PO Box 82824 Portland, OR 97282	5,400	0	5,400	3,136	0
\$5,158,500							

Bonding Capacity = Assessed Valuation Less Outstanding Assessments

Total Assessment to be Assessed \$5,158,500

AGENDA ITEM # _____
FOR AGENDA OF March 11, 2003

CITY OF TIGARD, OREGON
COUNCIL AGENDA ITEM SUMMARY

ISSUE/AGENDA TITLE Consider Ordinance to Create a Park & Recreation Advisory Board

PREPARED BY: Bill Monahan DEPT HEAD OK _____ CITY MGR OK _____

ISSUE BEFORE THE COUNCIL

Consider the draft ordinance to create a Park & Recreation Advisory Board.

STAFF RECOMMENDATION

Adopt the draft ordinance.

INFORMATION SUMMARY

2003 Council Goal No. 4 – Parks and Recreation listed the following components:

- A. Continue the efforts of the Youth Forum.
- B. Complete or update parks master plans for city facilities.
- C. Explore the creation of a Parks and Recreation Advisory Board.

Attached is a proposed ordinance that addresses Item “C” above to create a Park and Recreation Advisory Board. Also attached is a memorandum that explains some of the changes made to the proposed ordinance after the Council discussion on February 25, 2003.

Because of the recent cutbacks in school funding, there are efforts underway by individuals in the community to review options to fund and manage sports and recreation activities and facilities. The City has been approached to participate in this review. It is anticipated that the Park and Recreation Board will develop relationships with the Tigard-Tualatin School District and recreation groups to focus on park and recreation needs of the community. If adopted, the proposed ordinance to form the Board would become effective immediately to facilitate the recruitment and selection of board members.

OTHER ALTERNATIVES CONSIDERED

- A. Suggest additional changes to the ordinance.
- B. Postpone creation of the Parks and Recreation Advisory Board.

VISION TASK FORCE GOAL AND ACTION COMMITTEE STRATEGY

Goal 3, Strategy 1, of the Urban & Public Services Target Area, states: “Develop partnerships with current providers to provide opportunities for recreation.”

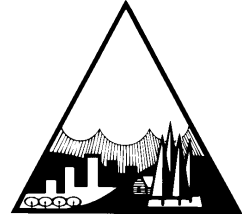
ATTACHMENT LIST

- A. Memorandum dated February 28, 2003, from City Manager Monahan.
 - B. Proposed ordinance.
 - C. Resolution No. 01-21, outlining the process to appoint alternate board members.
-

FISCAL NOTES

N/A

MEMORANDUM
CITY OF TIGARD, OREGON



TO: Honorable Mayor & City Council

FROM: Bill Monahan, City Manager

DATE: March 3, 2003

SUBJECT: Resolution to Create a Park and Recreation Advisory Board

On February 25, 2003, Council reviewed the initial draft of an ordinance to form a new Park and Recreation Advisory Board. Comments from Council have been incorporated into the attached draft; specifically, changes in Section 4 noting that Council may appoint additional ex officio members of the Board and in Section 5 wording was added to indicate that the Board duties listed were not all inclusive.

Council also questioned whether a section was needed to reference the ability to appoint alternates to the Board. Attached is Resolution No. 01-21, which established a process allowing for the appointment of alternates. The resolution applies to all city boards or committees; therefore, no specific reference is needed in the ordinance establishing the Advisory Board.

The draft ordinance also includes new language presenting justification why the need exists for a Board.

Attachment

CITY OF TIGARD, OREGON

ORDINANCE NO. 03-_____

AN ORDINANCE CREATING A CITY PARK AND RECREATION ADVISORY BOARD, DEFINING ITS MEMBERSHIP, POWERS AND DUTIES.

WHEREAS, the City of Tigard is a growing community with increasing needs for park and recreation activities; and

WHEREAS, the City has completed master plans and improvements to several City parks, but further work remains; and

WHEREAS, Tigard has not had a separate Park and Recreation Advisory Board since the dissolution of the former Park and Recreation Board in the early 1990's; and

WHEREAS, the Tigard Planning Commission has ably provided advice to the City Council and staff on parks-related issues for more than ten years; and

WHEREAS, the City is in need of an advisory group that can focus solely on park and recreation needs of the community.

NOW, THEREFORE, THE CITY OF TIGARD ORDAINS AS FOLLOWS:

SECTION 1: There is hereby created a Park and Recreation Advisory Board of Tigard, Oregon, consisting of seven (7) persons to be appointed by the Mayor and confirmed by the Council, not more than two (2) of whom shall be non-residents of the City. Board members shall receive no compensation.

SECTION 2: The City Park and Recreation Advisory Board shall, at its first meeting after the effective date of this ordinance, elect a chairperson and vice chairperson, who shall hold office during the pleasure of the board, and the board shall elect a secretary who need not be a member of the board, and the secretary shall keep accurate records of all board proceedings.

SECTION 3: The terms of the initial members of the Board shall be designated by the Mayor. The Mayor shall appoint the initial members as follows:

- Two members for a term of two years.
- Two members for a term of three years.
- Three members for a term of four years.

Future appointments to fill complete terms shall be for a term of four years.

If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the Mayor shall fill the vacancy by appointment for the remainder of the unexpired term.

SECTION 4: An ex officio member of the Board may be appointed by the Mayor upon the recommendation of the Tigard-Tualatin School District. The role of the Ex Officio member shall be to act as the liaison for the District and to share information and ideas about community recreation facilities. Other ex officio members may be appointed by the City Council.

SECTION 5: The City Park and Recreation Advisory Board shall have the power and duties to advise the Public Works Director and City Council on issues such as:

- a. Concerning the management, care and control of public parks and recreation facilities and programs of the City, together with all park property and recreation facilities which may be acquired and developed;
- b. Concerning the making and altering from time to time of needful rules and regulations for the maintenance of order, safety and decency in said parks and recreation facilities;
- c. Concerning the establishment and modification of fees for park and recreation services, programs, or facility rentals;
- d. Concerning the expenditure of such funds as shall be appropriated by the City Council for public park and recreation facilities and programs.

SECTION 6: Members of the Board shall be limited to the two full consecutive terms not withstanding prior appointment to an unexpired term.

SECTION 7: The Board shall comply with the Oregon Public Meeting Law, meet on a regular basis and make recommendations to City Council as needed.

SECTION 8: Inasmuch as it is deemed necessary for the public health, peace and safety of the citizens of Tigard that an advisory board on park and recreation matters be established, an emergency is hereby declared to exist, and this ordinance shall be in full force and effect on and after the date following its adoption by the City Council and signature by the Mayor.

PASSED: By _____ vote of all Council members present after being read by number and title only, this _____ day of _____, 2003.

Catherine Wheatley, City Recorder

APPROVED: By Tigard City Council this _____ day of _____, 2003.

James E. Griffith, Mayor

Approved as to form:

City Attorney

Date

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CITY OF TIGARD, OREGON

RESOLUTION NO. 01-21

A RESOLUTION OF THE TIGARD CITY COUNCIL MODIFYING THE BOARD AND COMMITTEE APPOINTMENT PROCESS TO INCLUDE APPOINTING ALTERNATES

WHEREAS, openings on boards and committees are filled after advertizing for applicants, applicants being interviewed by the Mayor's Appointments Advisory Committee and their names being submitted to the full Council for appointment, a process that takes as long as three months; and

WHEREAS, this process this works well when the end of a term is known; and

WHEREAS, when a resignation occurs midterm and is effective immediately, this process is ineffecient and leaves the board or committee without complete staffing for as long as 3 months; and

WHEREAS, 1 or 2 alternates to a specific board or committee could be selected from the pool of interviewed applicants and appointed by the Council at the same time new, full-term members are appointed.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: When a full-term position on a board or committee is due to open, the Mayor's Appointments Advisory Committee interviews applicants and selects a candidate or candidate(s) for immediate appointment as member(s). At the same time, 1 or 2 of the interviewed applicants would be appointed as alternates.

SECTION 2: Alternates would be appointed to terms that would end when the next full-term committee positions open.

SECTION 3: In the event of a member's midterm resignation, an appointed alternate could be appointed to member status by the Council, and would complete the remaining portion of the term from which the member had resigned. Alternates would only fill remaining terms on the specific board or committee for which they originally were interviewed. This modification of the appointment process would be used only in the event of a midterm vacancy.

SECTION 4: In no event may a person designated as an alternate be so designated for a period exceeding two years unless the person reapplies and is reappointed as an alternate.

SECTION 5:

An alternate who has been appointed to a remaining term may subsequently serve two full consecutive terms on the board or committee to which he or she was appointed, and would be subject the same membership requirements as any other citizen.

PASSED:

This 21th day of April 2001.

B. J. Boone
Council President – City of Tigard

ATTEST:

Catherine Wheately
City Recorder - City of Tigard

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